



**Position:** Nursery Coordinator

**Reports to:** LPKids Director

**Status:** Non-exempt (*hourly*)

**Last Revised:** March 2025

## **Mission**

To provide operational support in LPKids Ministry by partnering with parents to influence kids to find and to follow Jesus

## **Primary Objectives**

- In collaboration with LPKids Director, lead and coordinate all programming resulting in a dynamic ministry environment for 6-week-old through preschool-age children
- Partner with parents in alignment with NextGen Strategy to create opportunities for children to grow in authentic faith by combining child development and age-appropriate curriculum
- Cultivate and maintain healthy volunteer culture within immediate area of oversight

## **Responsibilities**

### **Programming and Environment**

- Coordinate the programming for the Nursery area serving children ages 6 weeks through pre-K age
- Manage room assignments for all participants according to age and ability level
- Communicate with parents and leaders through multiple means such as email, text, phone and social media
- Oversee facility needs, including room reservations, signage, organization/cleanup of classrooms, room improvements and replacement of toys, books and furniture
- Oversee and maintain cleanliness weekly, including washing toys, wiping down furniture and doing laundry and dishes
- Purchase and restock all needed supplies

### **Healthy Volunteer Culture**

- Recruit, develop, schedule and lead volunteer staff, including Room Coaches and adult/student volunteers, while overseeing assignments, attendance, and rosters in Planning Center
- Provide vision, guidance, and support to the volunteer team, ensuring adequate staffing in all classrooms for weekend services
- Communicate weekly with volunteer leaders
- Onboard new volunteers to LPKids

### **Special Events**

- Assist in LPKids events such as any Holiday Experiences, Baptism Celebrations and others that might come up through the year
- Oversee semi-annual Child Dedication event
- Other duties as assigned

## **Staff Member Responsibilities**

- To embody our staff values of:

- Pursue Unity: choosing “we” instead of “me.”
- Build Trust: extending trust and being trustworthy
- Lead Yourself: committed to personal integrity and continual improvement
- Exercise Ownership: accepting responsibility for outcomes and mission
- Develop People: investing in and creating opportunities for others
- Align personal and professional life to expectations for staff according to LifePoint policies
- Participate in NextGen team meetings and provide input on systems and processes to build unity between our ministry teams

**Qualifications**

- Management – able to manage volunteers, students and adults, toward a common goal
- Team Creation – able to identify, recruit and train volunteers to create ministry teams
- Communication – clearly and articulately speaks and writes without being overly verbose or talkative, consistently maintaining this standard in all forms of communication. Able to communicate one on one and to small or large groups
- Teamwork – reaches out to peers and cooperates with supervisors to establish an overall collaborative working relationship
- Strong relational IQ – shows sensitivity to and awareness of how people are responding and relating
- Enthusiasm – exhibits authentic excitement over work. Has a can-do attitude
- Administration – strong attention to detail
- Personal Growth – able and willing to continue to self-teach and learn new skills that will develop professional, technical, personal, and spiritual skills

**Spiritual Criteria**

- Faith – trusts in Jesus Christ, has a heart for the local church, has a growing relationship with Jesus Christ, and a passion to help others find and follow Jesus
- Doctrine - fully agrees with the doctrinal perspective of LifePoint Church
- Attends, supports, and is an active participant at LifePoint Church

**Education and Experience**

- Degree in Education/Child Development and/or at least 2 years’ experience in Children’s Ministry
- Working knowledge of or willingness to learn Microsoft Office, church management database, and other related applications
- Working knowledge of and experience with social media platforms

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of employees. LifePoint Church Leadership reserves the right to revise the position, its job functions, minimum qualifications and other aspects of the position in any way at any time.*

*A copy of this job description will be placed in the Human Resources file. It will be used as a guideline when writing performance appraisals. By signing below both the employee and supervisor acknowledge that they have reviewed this document and have agreed to take the necessary steps to ensure success in this role.*

---

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_