



christ lincoln

## Nursery Coordinator

Department: **Family Ministry**

Wage Type: **Part Time, 10 hours / week**

FLSA Exemption: **Non - Exempt**

Revision Date: **July 25, 2022**

### Responsibilities

The Nursery Coordinator (NC) is responsible for coordination of Nursery Care at both campuses. The NC is a highly organized and efficient administrator serving a multitude of families with young children and supporting the discipleship process through this piece of ministry. *The NC must ensure that work performance, files, and documentation are in compliance with Church Bylaws, Human Resources Policy, and Standard Operating Procedures. The NC must lead by example; maintain high core values and CL Mission.*

**Supervisor:** Executive Director of Family Ministry

- I. Operate with an Outward Mindset.
- II. Establish and execute nursery policies and procedures.
- III. Effectively manage nursery staff wages as part of the Family Ministry budget.

**Coworkers:** Family Ministry Team and Childcare Assistant Directors

- I. Ensure the nursery is meeting the needs of parents with young children in partnership with the Family Ministry Team
- II. Collaborate with Childcare Assistant Directors to share space effectively.

**Direct Reports:** Paid Nursery Staff and Volunteers

- I. Partner with the Director of Staff Engagement to hire paid nursery staff at both campuses.
- II. Train incoming new staff to nursery processes and procedures.
- III. Set the staffing schedule for the nursery at both campuses.
- IV. Recruit and assign substitute nursery staff as needed.
- V. Approve time cards and informally evaluate nursery staff on a regular basis.

**Recipients:** Families with Young Children

- I. Supply the nursery with items needed for optimal care of young children.
- II. Implement procedures that provide for the care of young children supporting the larger ministry work at Christ Lincoln.

### Competencies

The NC shall have the minimum competencies to successfully and efficiently complete work duties. Qualified Candidate will possess:

- I. The ability to read, write, and comprehend the English language.
- II. Troubleshooting skills to process breakdowns to create and implement solutions.
- III. Excellent verbal and written communication skills.
- IV. Strong organizational skills with attention to detail.
- V. Demonstrated ability to multitask and prioritize daily workload.
- VI. Relationship skills to effectively present information & respond to questions from managers, customers, and the public.
- VII. Ability to take the initiative and be a self-starter.
- VIII. Flexibility in work schedule to accommodate evening and Sunday responsibilities.

### Abilities

The Nursery Coordinator should exemplify these skills: organization, professionalism, positive attitude, accountability, respect and excellence. Strong understanding of budgeting through monitoring of expenses and implementation of cost-saving measures is also an expectation of this position. The Nursery Coordinator is also required to act ethically, build trust through reliability and authenticity and admit mistakes. Refer all unethical actions to the Director of Staff Engagement.

### Qualifications

Proficiency in Microsoft applications and Google Suite preferred. Must be reliable in adhering to a schedule to include occasional Wednesday evenings and Sunday mornings as nursery staffing requires. Christ Lincoln membership is required.

### **Equal Opportunity Commitment/Americans with Disabilities Act**

Christ Lincoln is an equal employment opportunity employer. This policy of equal opportunity and anti-discrimination protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), disability, national origin, age, marital status, veteran status, or other non-merit factors will be prohibited.

Christ Lincoln will comply with the American with Disabilities Act. The Act protects qualified individuals from the discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

It is Christ Lincoln's policy not to discriminate against any qualified employee or application with regard to any terms and conditions of employment because of such an individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with Christ Lincoln's Non-Discrimination Policy, Christ Lincoln will consider reasonable accommodations to a qualified individual with a disability, as defined by ADA.