

**New Hope Nursery Co-Coordinator
Job Description
Revised October 2023**

Reports to: Director of Children & Outreach Ministries

Responsibilities:

- Work in the nursery every other Sunday morning or as scheduled during worship service/s from 8:30 a.m. to noon. This can vary slightly due to changes in worship schedule. This position also staffs the nursery on holidays and special events such as: Journey to New Hope classes, Christmas Eve, Ash Wednesday and Maundy Thursday.
- Prepare the room for the children. Get out name tags, sign-up sheet, pens, etc.
- Complete room usage clean-up checklist after each shift, which includes cleaning & disinfecting tables, chairs and ALL toys.
- Stock supplies, as needed (tissues, hand sanitizer, bleach spray, etc.).
- Evaluate safety of toys and equipment regularly. Take the necessary actions to maintain a safe and clean environment.
- Change all diapers while wearing a new pair of disposable gloves for each child.
- Provide a loving and safe environment which includes:
 - ▶ Welcoming all children and parents and explaining procedures to visitors and first-time users.
 - ▶ Explaining responsibilities to volunteers.
 - ▶ Nurturing a loving, caring Godly environment.
 - ▶ Overseeing sign-in/sign-out procedures.
 - ▶ Overseeing volunteers.
 - ▶ Using weekly Sunday school lessons provided to lead the children in age-appropriate activities (e.g. Bible story, video, music, craft, etc.)
 - ▶ Abiding by and upholding the Child Abuse Protection Policy
- Strong communication skills necessary including:
 - ▶ Submitting, in writing, requests for specific days off in advance, to the Dir. of Children & Outreach Ministries
 - ▶ Contacting a replacement, if unable to work a scheduled shift due to illness, etc., and notifying the Dir. of Children & Outreach Ministries of the change in schedule.
 - ▶ Communicating with the Dir. of Children & Outreach Ministries regularly, making sure they are aware of issues or problems, as they arise.

Lead Coordinator Responsibilities

- Recruit Volunteers to staff nursery each week (at least two per service)
- Prepare Nursery Schedule and distribute to volunteers

To apply please contact Dir. of Children & Outreach Ministries, Susan Kinney, at susan@newhopefishers.org.