



**WESTMINSTER  
PRESBYTERIAN CHURCH**  
GLORIFY • NURTURE • PROCLAIM

<b>Job Title:</b>	Nursery Coordinator	<b>Job Category:</b>	Administrative Assistant
<b>Department/Group:</b>	Children & Youth / 5300	<b>Job Code:</b>	
<b>Location:</b>	WPC	<b>Travel Required:</b>	N/A
<b>Level/Salary Range:</b>		<b>Position Type:</b>	PT – 15 hours/week
<b>HR Contact:</b>	Tucker York	<b>Date posted:</b>	
<b>Will Train Applicant(s):</b>	N/A	<b>Posting Expires:</b>	
<b>External posting URL:</b>			
<b>Internal posting URL:</b>			

**Applications Accepted By:**

**E-mail:**

[york@westpca.com](mailto:york@westpca.com)

Subject Line: Resume` for open position

**Attention:** Tucker York

RE: Open Nursery Coordinator position

**Mail:**

Tucker York  
Westminster Presbyterian Church  
2151 Oregon Pike  
Lancaster, PA 17601

**Job Description**

**Purpose:** Responsible for the coordination of nursery programs for Westminster Presbyterian Church

**Qualifications:**

- Good people and communication skills
- Accurate with details
- Able to multi-task, flexible
- Good organizational skills
- Experience with computers: Windows, Microsoft Word, Excel, Outlook, Access
- Sensitivity in handling confidential matters
- Teachable spirit and desire to work in children’s ministry

**Responsibilities:**

1. Coordinate and chair the Nursery Committee. Determine the frequency of meetings, coordinate committee assignments, and keep the Director of Children’s Ministry informed of Committee actions.
2. Coordinate the scheduling of volunteers for all nurseries, infant through age three during all stated services of the church. Which include the following:
  - a) Sunday morning early and late service
  - b) Sunday school hour for infant through 24 month
  - c) Sunday evening service for infant through 3-year olds
  - d) Wednesday evening service during Club programs for infant through 3-year olds
  - e) Tuesday morning Women’s Bible study
3. Coordinate with other committees and ministries of the church who may require nursery care during their activities (i.e. Vacation Bible School, conferences, etc.). Assist them with scheduling approved volunteers and inform them of church and childcare policies as well as fire safety and emergency procedures.



4. Keep rooms stocked with needed supplies.
5. Coordinate and oversee encouragement card and meal ministry for families with new babies and needs.
6. Coordinate and oversee volunteer appreciation ministry for nursery volunteers.
7. Initiate prayer for children and families through nursery committee prayer chain.
8. Weekly:
  - a) Ensure that sufficient volunteer help is present for the nurseries during all stated services of the church.
  - b) Ensure that the rooms have all appropriate supplies.
  - c) Ensure that all toys, furniture, and accessories are clean, safe, and in good repair.
  - d) Ensure that nursery linens and blankets are laundered, folded and put away.
9. Monthly:
  - a) Order any supplies and restock the rooms.
  - b) Ensure that all toys and accessories are disinfected.
10. Train and inform all volunteer staff in the nursery program in church and childcare policies, and fire safety and emergency procedures.
11. Oversee nursery budget and submit payment requests.

**Expectations:**

The Nursery Coordinator is a part-time position estimated at 15 hours a week. Evening and weekend work is required. Coordinator must have access to a phone. Have knowledge of basic Microsoft Office programs.

The environment is mainly a church setting. The position requires sitting, standing, lifting and walking. The Nursery Coordinator will need the ability to interpret, analyze and solve problems and possess excellent written and verbal communication skills and interpersonal relationship skills. The Coordinator must be able to work independently.

**Experience and Education Requirements:**

- One to two years' experience serving in children or youth ministry in a church
- Verifiable experience performing general administrative duties in an office environment
- Credible Testimony of Faith in Jesus Christ

Reviewed By:	Tucker York	Date:	8/21/19
Approved By:	Children & Youth Ed Committee	Date:	
Last Updated By:	Tucker York	Date/Time:	8/21/19