



MITCHELL ROAD PRESBYTERIAN CHURCH

Position Description

TITLE: Nursery/Preschool Ministry Coordinator

REPORT TO: Children's Ministry Director

HR & LEGAL CLASSIFICATIONS

FLSA Status	Non-Exempt	DOL Status	Part-Time	Pay Type	Hourly
FLSA EE Class	Ministry Support	DOL Fact Sheet #	N/A	Ministerial Exception	No

ULTIMATE GOAL / OBJECTIVES OF POSITION:

The Nursery/Preschool Ministry Coordinator, as a member of the MRPC Kids Staff, will be responsible for providing leadership and oversight to the spiritual needs of nursery and preschool children and their families. The Nursery/Preschool Ministry Coordinator will lead leaders and must be highly relational, having a strong team mentality leading staff and volunteer teams to provide spiritual development of both children and parents through regular, ongoing programming and special services/events.

PRIMARY RESPONSIBILITIES / ESSENTIAL FUNCTIONS:

- Oversee Nursery staff: 25%
 - Coordinate with MR Kids Director to hire new staff
 - Schedule Nursery staff for events (Sunday AM, *Mentor Moms, special events)
 - Train all Nursery staff
 - Observe, evaluate and affirm Nursery staff in order to help them understand their strengths and to encourage them in areas where improvement is possible
 - Help communicate and uphold the Child Protection Policy
 - Approve Nursery hours for payroll

- Oversee Nursery Rooms: 20%
 - Oversee the set up of rooms for events
 - Oversee weekly cleaning for rooms as well as monthly/quarterly/yearly cleaning
 - Keep rooms updated per the budget allowance
 - Be the contact person for any maintenance requests in the nursery rooms

- Kids Church: 20%
 - Set up rooms for events
 - Have supplies ready for classes and collect unused supplies at the end
 - Communicate with and provide training for volunteers and teachers
 - Schedule volunteers through Planning Center

- Relational: 20%
 - Communicate weekly with Sunday Staff Facilitators specifics for that week
 - Print and manage rosters for all Sunday morning rooms
 - Be a presence in all rooms throughout Sunday morning (rotating through)
 - Serve as a backup to the check-in desk throughout the morning
 - Help create an inviting and welcoming space for everyone in the Kids Wing
 - Manage support for families as they have babies (meals, cards, etc)
 - Coordinate volunteers for special events

MR Kids Team

15%

- Work with MR Kids team to create, plan, and implement preschool age events
- Think creatively for the future of the ministry
- Attend one of the worship services, knowing you are on call
- Be a team player for all MR Kids events

REQUIREMENTS / QUALIFICATIONS / EXPERIENCE NEEDED

- Desire and call to care for physical and emotional needs of children and families.
- Ability to fully embrace the vision and values of MRPC
- Flexibility to work most Sunday mornings
- Ability to effectively problem solve issues that arise unexpectedly
- Possess the ability to use appropriate judgment, discretion, sensitivity, and confidentiality
- Ability to learn our database in Fellowship One

STAFF AND VOLUNTEERS WHO REPORT TO YOU:

Nursery Staff

Sunday Morning Volunteers

WORK ENVIRONMENT & PHYSICAL DEMANDS:

This job operates in a professional office environment with moderate noise and light traffic. The role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, fax machines and requires the ability to work in a confined space while sitting or standing for extended periods of time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DISCLAIMERS:

The position description design does not cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities, and activities may be assigned (or changed) at any time with or without notice.