

Elmhurst Christian Reformed Church is looking to fill the role of assistant nursery coordinator. This position requires 5 hours per week during the ministry year and 2 Sundays per month during the summer. The assistant nursery coordinator ensures a safe and nurturing environment for children 0-3 years old. Basic computer skills are required and pays \$21/hour. If you are interested in a position within the church with minimal hours, please apply on our website.

Responsibilities are as followed:

- Manage the nursery desk two Sundays per month, shared schedule with coordinator
- Manage the nursery desk one day per week during ministry year, shared schedule with coordinator
- Manage the nursery desk for special events, as needed-shared with coordinator
- Restock diapers/wipes, snacks and toys as needed
- Sanitize toys as needed, shared with mid week employees and assistant
- Assist coordinator with administrative duties