

Elmhurst Christian Reformed Church is looking to fill the role of nursery coordinator. This part time position consists of 10 hours per week during the ministry year and 3 hours per week during the summer. The coordinator ensures a safe and nurturing environment for children 0-3 years old. Basic computer skills are required. If you are interested in working in our church with a flexible schedule, please apply below.

The responsibilities are as followed:

- Manage the nursery desk on Sunday mornings during church service and holidays, schedule shared with assistant
- Manage the nursery desk Wednesday or Thursday mornings during the ministry year, schedule shared with assistant
- Manage mid week employees during the ministry year
- Create and manage a quarterly schedule for volunteers on Sunday mornings, as well as holidays
- Restock diapers/wipes, snacks and toys as needed
- Arrange gifts for mom and new babies within the congregation as needed
- Sanitize toys as needed, shared with mid week employees and assistant
- Attend weekly staff meetings as needed