

## **Position Description**

### **Nursery Coordinator**

#### **Position Description**

The Nursery Coordinator ensures that the Elmhurst Christian Reformed Church Nursery for 0–3 years old is a safe, nurturing, and organized environment.

#### **Job Description**

The responsibilities of this position include but are not limited to:

#### **Management**

- Manage nursery front desk during Sunday services on a schedule with the assistant coordinator
- Manage or schedule the front desk during mid-week morning ministry season.
- Find and schedule paid staff or volunteers for mid-week ministries, Sunday morning, special events, and holiday services (i.e. Thanksgiving, Christmas Eve and Easter.)
- Supervise the Assistant Nursery Coordinator.

#### **Administration**

- Send out weekly reminders for Sunday, as well as handle cancellations and find new volunteers
- Work with Director of Children and Family Ministries on annual nursery budget
- Maintain and update nursery needs (i.e toys, baby needs, snacks)
- Arrange appreciation gifts for paid staff and volunteers at Christmas and End of Ministry year
- Assemble and send Mother’s gift and card for new moms

#### **General Duties**

- Clean used toys, equipment and bedding after nursery use
- Periodically deep clean nursery with assistant
- Attend weekly Staff Meetings as needed
- Attend Annual Training (i.e. CPR and first aid training)

**Supervisor:** Director of Children and Family Ministries

**Work expectations:** 10 hours per week during the ministry year. 3 hours per week in summer.

#### **About Elmhurst CRC**

Located in Elmhurst, Illinois, Elmhurst Christian Reformed Church (ECRC) is a vibrant community of believers located in the western suburbs of Chicago. Our vision is to help everyone take next steps up, in and outward in relationship to the Father, Son and Holy Spirit. Learn more at [elmhurstcrc.org](http://elmhurstcrc.org).

**Email cover letter and resume to [executive.director@elmhurstcrc.org](mailto:executive.director@elmhurstcrc.org).**