



Job Title: Nursery Coordinator

Date: February 2026

Reports To: Assistant Director of Faith Formation Status: Part Time

FLSA: Hourly Non-Exempt.

Job Summary

The Nursery Coordinator is responsible for overseeing the nursery and assisting in preschool for all Church events and Sunday Worship. Will supervise & manage all staff and volunteers. Will provide backup for Sunday morning as needed.

Essential Job Function:

1. Be primary contact for the nursery.
2. Recruit, develop, schedule and supervise staff that supports the kids & nursery environments.
3. Provide orientation and training to staff and volunteers for the program
4. Develop and provide regular kids faith education and activities.
5. Facilitate and coordinate communication with parents and staff on kids' educational faith offerings.
6. Ensure that environments are safe, clean and sanitary.
7. Provide backup support for Sunday nursery as needed.
8. Provide support to the Faith Formation Team in preparing for various kids and student programs and ministries.
9. Communicate when you're unable to be present with the understanding that you have 6 Sundays available to be gone throughout the year.

Knowledge, Skills and Abilities:

- Knowledge of fundamental Lutheran beliefs.
- Knowledge of basic teaching principles.
- Strong verbal communication skills.
- Skill in developing effective interpersonal relationships with children, families and staff.
- Excellent organizational and time management skills.
- Ability to learn principles of effective kids' nursery.
- Ability to recruit, train and support staff.
- Ability to work effectively in teams.
- Ability to demonstrate vision and passion for serving children and families and helping them grow in their faith.



Education and Experience:

Must have a minimum of three (3) years in a position that utilizes effective teaching and communication skills with children. Must have an active church membership.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned to meet the ongoing mission of the congregation.

Employee Signature

Date

Administrative Signature

Date