

Wayside Presbyterian Church Position Description

Job Title: Nursery Coordinator

Part Time: Average of 3 ½ hours a week (two services school year, one service summer, and room cleaning)

Reports to: Director of Family Ministry

Date Revised: December 18, 2025

Approval/Effective Date: December 22, 2025

Overall Responsibilities:

At the direction of the Pastor/Head of staff, and under the supervision of the Director of Family Ministry (DFM), the Nursery Coordinator will serve as the primary nursery attendant on Sunday mornings during worship services, working with volunteers to be scheduled for appropriate coverage for the number of children. The nursery is a ministry of the Wisdom Team overseeing the Christian education of members, friends, and guests of Wayside Presbyterian Church, and will adhere to general church policies and building operations consistent with 1) the *mission* of Wayside Church of "*walking with Jesus, sharing Christ along the way,*" 2) our *vision* of impacting religious decline, connecting with our neighbors, and serving the needs of seniors, and 3) the 4Ws *discipleship pathway* of Welcome, Worship, Wisdom & Witness.

Purpose: Wayside's nursery serves the congregation under the auspices of Wisdom Team providing for the care, nurture, and early Christian development of our youngest children. The nursery receives children of members, friends, and guests and strives to make them feel welcomed, valued, and connected to the church as children of God.

Accountability:

The incumbent is accountable to the Session of Wayside Presbyterian Church through the Pastor/Head of Staff, with primary reporting to the Director of Family Ministry as day-to-day supervisor. The Nursery Coordinator is expected to maintain consistent communication with supervision via text, email, or phone to assure weekly coverage and processing of timely information.

General Job Responsibilities:

1. The Nursery Coordinator is a member of the church staff but does not attend weekly Staff Meetings.
2. Work cooperatively with the Pastor/Head of Staff, and other church staff and volunteers, in service to the whole church.
5. Ensure that decisions of the Session, Head of Staff, and Director of Family Ministry are followed in the nursery ministry.
6. Serve as hands-on caregiver in the nursery ministry with volunteers caring for little ones infants through preschool age.
7. Maintain a clean and safe nursery, inspecting, cleaning and replacing toys as needed per established schedule in consultation with the Director of Family Ministry.
8. Establish and maintain drop-off and pick-up procedures with families, maintaining good communication and documenting any concerns, needs, or suggestions.

Specific Job Responsibilities:

1. Arrive at the church 30 minutes prior to worship services, checking in with the Pastor/Head of Staff and/or Director of Family Ministry, and remain at least 30 minutes after services for child transfers, general cleaning, and resetting of the Nursery for the next use.
2. Maintain a weekly check-in register of children with documentation of adults authorized to take them out of the nursery, and any physical, medical, or emotional concerns children may have. Maintain statistics on children using the nursery and report monthly or as requested to the Director of Family Ministry for reporting to the Session and Congregation.
3. Offering the love of Christ primarily through safe, warm caregiving, use various safe and appropriate play, stories, and videos to engage the gospel.
4. Cleaning of the nursery area: spot clean (weekly), and working with the Wisdom Team on deeper cleaning (particularly during cold/flu season) to include soak, dry, and wash dress up clothing, linens, blankets, and other washable items.
 - Deep cleaning to be completed frequently during cold/flu season to disinfect the room and heavily used items.
4. Defer ongoing communication with parents/guardians of children to the Director of Family Ministry.
5. Consult with the Director of Family Ministry regarding need for, or concerns about, volunteers.
6. Consult with the Director of Family Ministry on nursery needs and upgrades that need attention from the Building & Grounds Team or may have a budget impact.
7. Take care of all practical needs of infants and preschoolers, including changing diapers, taking little ones to the nursery bathroom, discouraging aggressive behavior, and returning children clean and prepped for home.

Administrative Responsibilities:**Position Qualifications:**

- Ability to read, write, and communicate in the English language.
- A high school diploma is preferred, with experience in childcare.
- Interpersonal relationship skills and ability to work well with others.
- Strong Christian faith, organizational skills, and able to follow directives and take initiative.
- Enough tech skill to operate video equipment, a digital registration device (if supplied), and communicate with Pastor/Head of Staff and Director of Family Ministry.
- Appropriate current clearances such as PA Child Abuse History Clearance, PA State Police Criminal Record Check and FBI Fingerprint registration.
- Complete the PA Mandated Reporter training online.
- Must be at least 21 years of age and have a current valid state driver's license.
- Within 3 months after hiring, attend a certified Emergency First Aid course and obtain a CPR certification with an adult/infant/child classification. Keep certifications current and renew as necessary.
- Able to commit to working in person Sunday mornings, including holidays.