

# Job Description

<b>Job Title:</b>	Part-Time Nursery Coordinator
<b>Location of Work:</b>	Chain of Lakes Church (COL); Blaine, MN
<b>Work Hours:</b>	Average of 5 hours/week, including 3.5 hours every Sunday morning
<b>Performance Reviews:</b>	Annual with a 90-day assessment after start date
<b>Hourly Wage:</b>	Negotiable
<b>Job Summary:</b>	Responsible for overseeing the church nursery, ensuring a safe, clean and welcoming environment for children under 5 and their families so parents/guardians can fully participate in worship services

## Key Responsibilities

1. Recruit, train, and support nursery volunteers to provide quality care in a loving, nurturing manner
2. Schedule and supervise nursery volunteers to maintain proper staffing during nursery hours
3. Be present in the nursery during assigned hours
4. Greet and welcome all children and families acting as an ambassador for Chain of Lakes
5. Sanitize and tidy nursery before and after each use to ensure a healthy environment for children
6. Organize and maintain nursery space, supplies, and equipment to address safety and program needs
7. Rotate toys and books on a regular basis to offer variety and reflect seasonal calendar
8. Retain accurate check in/check out procedures, family registration information, and attendance records
9. Collaborate with the Children and Youth Director to develop Sunday faith-based curriculum and nursery policies and procedures
10. Communicate with parents/guardians, staff, and volunteers as needed regarding nursery policies and any incidents

## Personal Attributes

- Enjoy working with children and volunteers
- Organized
- Dependable and responsible
- Trustworthy and discreet
- Excellent verbal communication skills

## Job Requirements

- Experience caring for infants and toddlers
- Infant and child CPR/First Aid certification (or willingness to obtain)
- High school diploma or equivalent
- Successful completion of a background check
- Commitment to the Purpose Statement, Core Values, and mission of COL

*To apply, send a cover letter and resume to [pastor@colpres.org](mailto:pastor@colpres.org) by March 6  
For additional information contact Pastor Paul Moore at 763-465-8585 or send an email to [pastor@colpres.org](mailto:pastor@colpres.org).*