



POSITION DESCRIPTION—NURSERY COORDINATOR

HOURS: Part-time, up to 3-4 hours weekly, dependent upon needs of the church
SALARY: Minimum wage
REPORTS TO: Business Coordinator

QUALIFICATIONS: Skill in soliciting, training, and scheduling people to work various shifts at both RD Mize Campus and Wyatt Campus nurseries; if also working shifts, experience caring for young children; comfortable playing with young children; demonstrate positive attitude with children & their parents/guardians; dependable and prompt

RESPONSIBILITIES INCLUDE:

1. Schedule worker(s) for each shift
2. Communicate expectations to workers
3. Gather number of total hours per pay period from each worker
4. Submit workers' hours to Business Coordinator
5. Ensure workers properly maintain cleanliness of nursery at completion of each shift

Approved 8/10/2021