



Nursery/Pre-School Ministry Coordinator

Reports To: Associate Pastor of Family Ministry

Direct Reports: Nursery/Pre-School Volunteers

FLSA: exempt

DESCRIPTION SUMMARY

The Nursery/Pre-School Ministry Coordinator is responsible for implementing the vision and strategy of the Associate Pastor of Family Ministry. The coordinator will focus on communication and coordination with students, families, volunteers, and leadership under guidance of the Associate Pastor of Family Ministry and the Director of Children's Ministry.

PRIMARY ROLES & RESPONSIBILITIES

- Must be a professing believer in Jesus Christ in word and deed.
- Responsible for the nurturing and spiritual growth of NOBC children.
- Provide a safe and welcoming environment for all students, parents, and volunteers.
- Oversee the organization and cleanliness of North Oxford Baptist Church facilities.
- Organize and facilitate Christ centered student programming.
- Introduce students to the Bible, specifically Christ.

BEHAVIORS, COMPETENCIES, AND SKILLS

Personality and communication (soft skills):

The Nursery/Pre-School Ministry Coordinator should exemplify Godly character, be compassionate, innovative, action oriented, and demonstrate competency in assigned duties.

- Exhibit a personal and growing relationship with God, a teachable spirit, a healthy family life, and a personal spiritual life.
- Recruit, train, and provide supervision to grow a volunteer base.
- Provide clear communication to parents and the Associate Pastor of Family Ministry about operations, potential needs, and growth of the program.

Hard Skills:

- Organize and facilitate age-appropriate student programming materials in coordination with the Associate Pastor of Family Ministry.
- Create systems for volunteers to easily access student information and supplies such as snacks, activities, and cleaning supplies.
- Coordinate volunteer nursery workers for all NOBC activities including, but not limited to Sunday School, Sunday morning worship, Wednesday night service, and special services.
- Assist the Director of Children's Ministry with planning and implementing various events throughout the year, such as Vacation Bible School, Easter events, etc.
- Support the overall ministry vision by following all applicable policies and procedures of North Oxford Baptist Church.
- Facilitate background checks prior to the adult volunteer working with children.
- Other duties as assigned.