



**Position Title:** Nursery and Children's Ministries Coordinator  
**Status:** Part Time  
**FLSA:** Non-Exempt  
**Reporting Relationship:** Executive Director of Family Ministries, Co-Senior Pastor, SPRC  
**Position Purpose:** To fulfill the mission of Keller UMC by creating and implementing ministries of discipleship for nursery age children and families of Keller UMC.

**Essential Functions:**

- Collaborate with Executive Director of Family Ministries to prepare short and long term goals for nursery ministries.
- Oversee the nursery staff and nursery ministry.
- Create a welcoming and inclusive environment by fostering authentic relationships through spiritual formation and age-appropriate learning.
- Assess the number of paid childcare workers needed to provide a safe and nurturing learning environment for all children within the ministry.
- Collaborate with Executive Director of Family Ministries to hire, train, and supervise childcare workers.
- Communicate procedures, expectations and developments of the nursery to parents.
- Organize and communicate the nursery schedule.
- Maintain clean and safe nursery.
- Manage weekly staff changes and substitutions.
- Conduct annual training and staff bonding for nursery staff.
- Prepare nursery staff time sheets for approval.
- Assist Executive Director of Family Ministries in planning, preparing, and executing programming such as Sunday School, VBS, and other special programs.
- Engage in hands-on teaching ministry to children as needed.
- Assist with recruitment of volunteers for the following for Sunday School, VBS, community events, and other special events.

**Other Responsibilities**

- Attend monthly full staff meetings and other meetings as needed
- Understand and uphold the Safe Sanctuary Keller UMC Child and Youth Protection Policy.
- All other duties as requested by the Executive Director of Family Ministries, Director of Youth Ministries, Lead Pastor, or SPRC.

**Qualifications and Requirements:**

- High School Diploma and experience working with children
- Knowledge of child and adolescent development and education
- Sound theological understanding that matches the mission of Keller UMC
- Effective communication skills (written, verbal and interpersonal), time management skills
- Computer skills, including Microsoft Outlook, Word and Excel

**Core Competencies:**

- **People/Volunteer Management:** Provides direction, gains commitment, facilitates change and achieves results through the efficient, creative and responsible deployment of volunteers; engages people in their areas of giftedness and passion.
- **Interpersonal Skills:** Engages people positively, holds others accountable in a spirit of love; demonstrates ability to listen actively and accept criticism.
- **Supervising Work:** Is good at establishing clear expectations and setting clear direction; sets stretching objectives; distributes the workload appropriately; provides regular and ongoing feedback about performance; proactively deals with substandard performance; engages disciplinary processes in a timely manner.
- **Creativity and innovation:** Generates new ideas; creates a fresh approach by making new connections among existing ideas; learns from mistakes; has good judgment about which ideas are likely to work; willing to take acceptable risks in pursuit of innovation
- **Administrative and Organization Skills:** Knowledge of basic administrative processes and the ability to organize and prioritize multiple tasks and responsibilities for the effective functioning of the ministry.