

Nursery Coordinator Job Description
Falcon Heights Church, United Church of Christ
Falcon Heights, Minnesota

Employed by: Hired by the Executive Board

Reports to: Lead Pastor

Works with: The congregation and the Children's Ministry Lead in the ministry and mission of Falcon Heights Church, United Church of Christ (FHCUCC)

Status: Part-time position (1½ hours per week year-round; other hours by agreement for special events)

Job Summary

The Nursery Coordinator works collaboratively with the Children's Ministry Lead, our church families and the Lead Pastor to provide quality childcare during the Sunday morning worship service. The Nursery Coordinator advances the current FHCUCC mission and priorities by caring for and nurturing young children in a manner that strengthens an inclusive, intergenerational community modeling progressive Christianity.

Essential Functions:

- Effectively manages a group of infants and young children, fostering a positive group dynamic and redirecting children as needed.
- Oversees any youth volunteers working with the children.
- Tracks supplies and materials needed in the nursery.
- Interacts with adults in a welcoming manner, establishing special needs of each child.
- Keeps records of attendance.

Qualifications:

- Experience working in education, child development or human services.
- Has a passion for young children and ability to communicate well with both children and parents/guardians.
- Completion of a multi-state criminal background check.

Core Competencies Required:

- Ethics and Values: Honors the core values and beliefs of FHCUCC; consistently behaves in a manner that aligns with the values and beliefs in stressful and non-stressful situations.

- Integrity and Trust: Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; responds to situations with constancy and reliability.
- Creativity and Innovation: Generates new ideas and fresh approaches; has good judgment about which creative ideas and suggestions will work.
- Compassion and Care: Exudes a natural sense of care for the well-being of others; responds with empathy; demonstrates expressions of care that are appropriate and have appropriate boundaries.

Originally approved by the FHCUCC Executive Board, 04/25/2017.

Revised 03/28/2024.