

Nursery/Preschool Ministry Coordinator

Mid Rivers Campus

Position Purpose: *The Nursery/Preschool Coordinator for Mid Rivers provides leadership for Nursery/Preschool programs and is a part of all Children's Ministry Events and all Campus Events.*

Position Description:

- Reports directly to Children's Pastor Mid Rivers Campus
- Part-time role (29 hrs a week) with no benefits
- Member of the Mid Rivers Children's team

Primary Duties:

Early Childhood/Nursery Coordinator

- Staffing for all weekend services
- Curriculum editing
- Leadership development with team leaders of Green 3's class, and Pink 2's class.
- Recruit and train new team members
- Support and training of current team members
- Nursery and preschool class supplies stocked, and toys clean & orderly
- Coordinate Saturday night service on designated week(s)

Helping Hands Team

- Coordinate with Children's Ministry staff regarding projects for the Helping Hands team
- Organize projects for the Helping Hands team
- Work with Helping Hands team leader to prepare for Helping Hands Team meeting

Resource Room Coordinator

- Maintain order in the resource room
- Order/purchase supplies as needed.

Snack Supply

- Evaluate snack needs for Nursery & Early Childhood weekly snacks
- Place monthly orders for snacks, paper products, and nursery supplies

VBS

- Oversee the preschool area of VBS.
- Recruit PS Bible, Games, Crafts, Kid-Vid room leaders
- Work with room leaders in choosing and planning activities
- Prep and coordinate supplies for each of those areas

Winshape Camp

- Work as part of the organizing team

Skills and Characteristics Needed:

- Warm, friendly, and good with young families
- Able to organize and handle administrative task
- Computer skills and willingness to learn more
- Be able to live out your Faith in all areas of life
- Be able to communicate the gospel message
- Be a team player
- Be a role model for kids and volunteers
- Be able to lead and train volunteers
- Good communication skills
- Be flexible