

“Scooters” Coordinator

Job Description

Revised: 11/24/03



scooters

BASIC FUNCTION

- Coordinate Sunday morning (& eventually Saturday night) toddler nursery ministries (18 mos. – 35 mos.)
- Assist Early Childhood Coordinator to recruit volunteers serving in our toddler nursery.
- Schedule parents and volunteers serving in our Sunday morning toddler nursery.
- Make sure that proper procedures are followed in our toddler nursery.

SPECIFIC ONGOING DUTIES

- Coordinates the recruitment and scheduling of all volunteers in the Sunday AM Toddler Nursery. (ie: take names from sign-up forms and place into a schedule every quarter).
- Notifies the Early Childhood Coordinator of any supplies needed in the toddler nursery.
- Is available for parent or worker questions (ie: when workers have questions, they will know to ask you).
- Serve as a mediator between parents/workers and Early Childhood Coordinator.

**It is important for you to know that I DO NOT EXPECT and DO NOT WANT you to work in the nursery every week, constantly filling in for people. Your job will be to coordinate workers so that emergency fill-ins are rarely needed.*

SPECIFIC OCCASIONAL DUTIES

- Meet once a quarter with the Early Childhood Coordinator and the rest of the Early Childhood Team to schedule volunteers.
- Assist the Early Childhood Coordinator in the development of policies and procedures in the Early Childhood Department.



Christian Life Fellowship

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