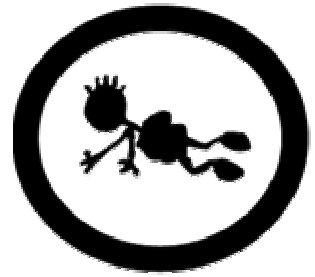


# Sunday AM Infant Nursery Coordinator

Job Description

Revised: 11/24/03



**Nursery**

## **BASIC FUNCTION**

- Coordinate Sunday morning infant nursery ministries.
- Assist Children's Pastor to recruit volunteers serving in our infant nursery.
- Schedule parents and volunteers serving in our Sunday morning infant nursery.
- Make sure that proper procedures are followed in our infant nursery.

## **SPECIFIC ONGOING DUTIES**

- Coordinates the recruitment and scheduling of all volunteers in the Sunday AM Infant Nursery. (ie: take names from sign-up forms and place into a schedule every quarter).
- Notifies Children's Pastor any supplies needed in the infant 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 Children's Pastor.

*\*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 Children's Pastor and the rest of the Early Childhood Team.
- Assist the Children's Pastor in the development of policies and procedures in the Early Childhood Department.



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