

all angels' church

Nursery Coordinator Job Description

(Updated: January 2019)

About All Angels' Church

All Angels' Church, located on the Upper West Side of Manhattan, is a diverse community of people from the New York metropolitan area: urban professionals, artists, families, singles and students bound together by a common faith, Love for God, love for our city. We were planted by St. Michael's Episcopal Church in 1859 as a mission in Seneca Village (now Central Park) to freed and runaway slaves and new immigrants from Europe. Today, we continue that mission in being a visible sign of God's invisible kingdom breaking through the dividing walls of racial, socio-economic and generational differences in our world.

Our vision is to see people transformed by the gospel, formed into the image of Christ and empowered for missional living.

Job Summary

The Nursery Coordinator (NC) will have a passion to care for babies, toddlers, and young children and manage a team of hourly staff and volunteers. The NC will function within a Children and Youth Ministry Team and lead our efforts to create a nursery experience that broadcasts safety, nurture and inspires parents' confidence. The NC will be involved in all aspects of hiring and maintaining nursery hourly staff, volunteer coordination, parent communications, and program implementation. Additionally, as a team member, the NC will provide a supporting role in children's ministry activities. The NC will educate and support volunteers about the hopes, concerns, and needs of young families within the church and in the community.

The nursery coordinator (NC) works closely with the Director of Children and Youth to translate ministry vision into plans and executes all aspects of the nursery ministry.

Role requirements:

- Extended availability on Sundays as the primary workday. We are open to considering dividing the position into an AM Nursery Coordinator and a PM Nursery Coordinator if a full Sunday, day-long commitment is untenable.
- Able to be available and present three or four Sundays each month either within the nursery or leading Children's Worship.
- Ability to use or learn to use excel, messaging, communication apps in order to facilitate scheduling of paid as well as volunteer team; will regularly complete attendance submissions and other forms.
- Ability to independently manage job responsibilities and take initiative to solve problems.

- Will follow all church and diocesan policies regarding the safety of children and volunteers, submit to background check and fingerprinting (requires an additional day-long training within first two months).
- Good communicator, courteous, maintains the confidence of parents and workers. Competent in written and oral communication.
- Can work independently as needed, tracking hours worked, to prepare for Sunday.
- Demonstrates enjoyment and confidence with young children. Displays a reasonable understanding of developmental differences.
- Attract, develop and train volunteers to serve within children ministry. Will embrace and train youth volunteers.
- Create opportunities to foster a network of relationships between the youth and the whole church

Qualifications:

- Committed follower of Jesus Christ
- Demonstrated self-awareness, emotional health and mature character
- Strong belief in the potential of children to have the capacity for a relationship with God
- Proactive and takes initiative rather than waiting to be directed
- Effective communicator in spoken and written formats, both formal and informal
- Demonstrated work experience indicating a strong work ethic
- Strong interpersonal skills including taking initiative in building relationships, effective listening, conflict management, receiving critical feedback without defensiveness
- Works well both independently and within a team context
- Ability to train and equip volunteers with skills needed for ministry
- Ability to manage a complex system of tasks and volunteer teams
- Ability to guide self-learning when approaching new kinds of tasks and circumstances

Compensation:

Hourly rate of \$25.00. Available to work approx. ten hours* weekly. Sundays require, at a minimum: 9:30am to 1:30pm and 4:30pm to 6:30pm. Additional administrative time may be completed at one's convenience. Occasional additional Sunday afternoon meetings with Children and Youth team required, when mutually convenient.

*Open to dividing the job into two positions and adjust Sunday responsibilities to focus on either the 10 AM or 5PM Services.

**Letters of inquiry and resumes should be sent to Mary Ellen Lehmann,
Director of Children & Youth Ministry: melehmann@allangelschurch.com**