

Assistant to the Nursery Coordinator
FLSA Status: Non-Exempt
Reports to Nursery Coordinator
Grade I (\$9-13 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

Assists the Nursery Coordinator with the coordination of volunteers for the Baby Bay environment at NewSpring Church. Assists with the check-in and out procedures in the Baby Bay environment and maintains the supplies needed in each room. Coordinates the weekend Bye Bye Buggy ministry.

The incumbent must perform all job duties as outlined in this job description to support ongoing mission of the church while committed in accordance with the *Baptist Faith and Message (2000 edition)*.

ESSENTIAL DUTIES

- Assists the Nursery Coordinator by checking to make sure each room is staffed according to the policies and procedures of the church, and assists with coordinating volunteer tasks as needed. Helps as lead teacher when staffing is low. Leads weekend huddles. (app. 10%)
- Assists with the check-in and out procedures making sure each child and parent tag matches. Communicates with parents throughout the hour as needed. (app. 30%)
- Coordinates the Bye Bye Buggy ministry by utilizing existing volunteers or performing the function of walking and pushing the buggy in the designated areas. Pages parents when requested. (app. 15%)
- Maintains and organizes the supplies in the Baby Bay environment including stocking wipes, diapers, snacks, and maintaining the bubble machine—informs the Nursery Coordinator when supplies need to be ordered. Unlocks doors and turns on/off lights during the opening/closing of the environment. (app. 15%)
- Assists the Nursery Coordinator with weekly administrative tasks including attendance reporting for the Baby Bay environment. Assists with the coordination of the semi-annual Baby Dedication celebration. (app. 10%)
- Assists the KidzWorld department as a childcare worker; performing basic childcare services for FX, First Wednesday, and Life Groups as needed (app. 20%)
- These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma is required.

EXPERIENCE

- Must have 1-2 years of experience working in a children's environment.

REQUIRED SKILLS

- Communication and organizational skills
- Dependability, and attention to detail, and professionalism

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Standing, sitting, carrying, pushing, and/or pulling; some stooping, kneeling and crouching.
- Must be able to lift up to 15-20 pounds.

WORKING CONDITIONS

- 95% inside, 5% outside