

New Life Dresher Church

Women's Bible Study Nursery Coordinator Job Description

Job Summary:

Responsible for setting up the check-in computers on Wednesdays for Women's Bible Study. Also, responsible for directing adult volunteers to the proper classrooms. Welcome volunteers, moms (or caregivers) and children each day, and work with volunteers and nursery workers to ensure a safe environment while the children are in our care.

Primary Responsibilities:

- Arrive early each Wednesday to set-up the check-in computers and check that classrooms and bathrooms are ready for use.
- Greet and welcome the volunteers and nursery workers. Ensure each classroom is properly staffed with workers. Communicate with Annie Notary or Beth Anne Lesshafft if more volunteers need to be pulled from Bible study.
- Greet and welcome the women and children arriving for care. Ensure they are able to properly check-in before heading to the appropriate classroom.
- Work with other childcare workers to communicate with parents in a timely manner any issues or concerns. Help find a mom or caregiver if a child needs immediate attention.
- Occasionally help children with their bathroom breaks. Understand and follow our child protection policies and request a second adult.
- Occasionally help in the classrooms to nurture and care for the children. (Your primary role will be to ensure each classroom is running smoothly each morning)
- Work with childcare workers to ensure all surfaces and toys are cleaned and wiped down at the end of the morning. (adult volunteers can help with this)
- Work with childcare workers to ensure the classroom is left how it was found each morning. All toys should be back in their places and organized.
- Be available on Wednesdays from 9:00am-11:15am.
- Be timely and communicate any changes with your availability promptly to Annie Notary the Women's Ministry Coordinator or Beth Anne Lesshafft the Children's Ministry Director.