



**Ridge Point Community Church exists to
Follow *Jesus* and
Fearlessly Make Him Known**

Position Description

Title: Nursery Team Coordinator

Salary Level: VIII

Leadership Scope: Team Leader

Reports to: The Nursery Coordinator will report to the RP Children's Ministry Pastor

Function: Lead nursery volunteer staffing for weekend services. Implement logistical support resulting in a safe and nurturing environment for ages birth thru 2 years; Assist in promoting the mission and vision of Ridge Kids to families.

Hours: Part-time, average 20 hours weekly, including weekend and/or possible evening hours

Responsibilities:

Leading

- Build relationship and network with other Children's Ministries both locally and nationally
- Partner with the Children's Ministry Administrative Assistant for updated records of CPR, First Aide training, Children's Ministry applications and background checks
- Recruit, train, support and equip the volunteer team members involved in birth- 2 years (this has been viewed as the people who help in the rooms)
- Recruit and support supervisors to lead the volunteer teams who serve on the weekends
- Support Early Childhood families as they enter Children's ministry for the first time

Planning

- Lead/guide times of development for various teams for the purpose of building community, with continuous communication, training, brainstorming and empowering teams
- Maintain Nursery volunteer schedules
- Order and maintain nursery related supplies for weekend classrooms
- Maintain rooms to be neat and orderly for weekly use
- Participate in planning, vision casting and execution of outreach and child/parent milestones and family ministry activities

Qualifications:

Character

- A personal relationship with Jesus Christ that results in a life lived in obedience to the will of God as described in the Word of God, evident by spiritual fruit and the desire to grow in the Lord
- Is supportive and loyal to staff members, volunteers, and the faith community
- Demonstrated ability and commitment to actively share the Gospel with lost people
- Genuine servant-hood, faith-centeredness, and spiritual maturity
- Spiritual gifts of leadership, shepherding, and administration

Chemistry

- Expresses flexibility, cooperation, creativity and teach-ability
- Visionary leader; forward thinker; self-directed; team oriented
- Beliefs consistent with Ridge Point's "Statement of Belief"

Competency

- Demonstrated ability to recruit, develop, and empower volunteer leaders in healthy ways which promote their spiritual growth and further the ministry of the church
- Excellent communication and listening skills – ability to consistently encourage and support others
- Equip and empower based on Ephesians 4:11-13

Experience:

- Preferred two years experience in church ministry
- Preferred two years of proven ability to develop, lead, and motivate volunteer teams
- Member or willing to become a member of Ridge Point Church within 6 months of employment

Having reviewed this position description, I agree that it accurately reflects my new responsibilities and understand my next performance review will be based on the above criteria.

Signature _____ **Date** _____