

Nursery Coordinator's Job Responsibilities

Weekly

- Calls the Wednesday night and Sunday morning Nursery caregivers to remind them they are scheduled to work.
- Checks in on Nursery to make sure there are enough workers, gets out the lesson for Late Service, facilitate the Team Leader in any way it is needed.
- Lets Kathy know of any upcoming changes on the schedule for the bulletin.
- Checks to see if any supplies are needed and replenishes the same.
- Washes any soiled sheets, rags, etc. that were used in the Nursery.

Bi-weekly

- Calls the Fellowship Groups Nursery caregivers to remind them they are scheduled to work.
- Help in the Nursery during Fellowship Groups as needed.

Monthly

- Lets Kathy know of any changes on the schedule for the Newsletter.
- Attends the Christian Education meeting. Brings any concerns or ideas regarding the Nursery or Christian Education.
- Turn in reimbursement form for the telephone allowance.

Quarterly

- Order and prepare the lessons for Late Service Nursery.

Every Four Months

- Makes the schedule for Early and Late Services.
- Mails out the schedule for Early and Late Services.

Occasionally

- Makes sure the Special Services Coordinator has adequate coverage for Special Services.
- Sends new caregivers the necessary forms and information.
- Coordinates the annual Team Leaders Appreciation Banquet. Keeps the Team Leaders and Caregivers up-to-date on any policy and procedure changes, etc.
- Orders any new equipment, toys, etc. the Nursery might need.
- Updates caregiver information.
- Turn in reimbursement form for any supplies purchased.