



# celebration.church

## Job Description

**Title**  
Nursery and Preschool Coordinator

**Classification**  
Non-Exempt

**Direct Supervisor**  
Kids Director

### Summary of Role

Oversee the operations and logistics of the vibrant and growing Nursery and Preschool ministries and programs for children ages birth – 4 years old.

### Position Status & Schedule

Non-exempt, full-time (40 hours), Saturday 3p-7p, Sunday 8a-1:30, Monday – Thursday 9am-5pm. This schedule will need to be flexible around major Church-wide Events. Christmas & Easter service dates and times are black out days for time off. There may be other events that you are required to work outside of your normal schedule, you will be informed in advance of any of these requirements.

### Primary Functions & Responsibilities

- Lead, train, and schedule Nursery and Preschool Dream Team
- Responsibly steward the Nursery and Pre-K budget and purchasing process
- Ensure a culture of excellence, order, safety, and creativity throughout the Nursery and Pre-K ministry
- Ensure that all children and families are known and loved
- Prepare curriculum and classrooms for services

### Requirements

- Mature Christian who calls Celebration Church home and supports the Church's culture, vision, and values
- Unwavering commitment to place Christ first in all you do
- Desire to ensure people are known, loved, and celebrated
- Continually seeking growth with Christ and encouraging others to do the same
- Passion for excellence, always looking to improve
- Deep understanding of the value in being part of a family that is unified for a greater cause

### Competencies

- An understanding of the importance of administrative preparation
- Heart to serve Celebration Staff family and potential staff family
- Ability to maintain and deal sensitively with confidential information
- Strong interpersonal and oral/written communication skills

- Dependable, detail-oriented, and staff focused
- Strong analytical & judgment skills, highly organized, ability to detect inconsistencies in data
- Works well in fast-paced environment and has natural ability to relate well to people
- Capable discussing the details, yet understanding the big picture
- Commitment to excellence, teamwork, and support of Church ministries

### **Education & Experience**

- Minimum 2 year's experience in children's ministry or licensed childcare program
- Exceptional time management, organizational and prioritization skills with emphasis on execution and detail
- Highly proficient and experienced in Microsoft Office including Word, Excel, Power Point and Outlook
- Extremely self-motivated, disciplined, professional, punctual, and confidential discretion
- Developer of people and leaders, team builder, creative, energetic, passionate, empowering, motivating, inspirational/visionary thought and foresight
- Excellent communication skills to develop, define and execute curriculum and ideas creatively

### **Work Environment & Physical Demands**

- Must be able to stand (for extended periods of time), stoop, walk, and lift 20 pounds.
- Open office environment

### **Other Information**

Celebration Church is an equal employment opportunity employer to the extent required by law applicable to religious institutions. This job description is not inclusive and often includes other responsibilities. 2/22/19