



JOB DESCRIPTION

Position: Nursery Coordinator

Reports to: Rock Kids Director

Position Status: Full Time, Exempt

Department: Rock Kids

Effective: September 2012

Replaces: All Previous

Job Posting Number: RC-29-12

Posting Date: September 25, 2012

1st Closing Date: October 2, 2012

Position Summary:

The Nursery Coordinator oversees Sunday service operations of the Nursery department and is responsible for the planning and execution of all Children's Ministry (0-2 year old) events and activities, as well as provide ongoing training for volunteers to ensure a standard of excellence is maintained in the Pebbles Nursery Department. Incumbent will report to Rock Kids Director.

Job Responsibilities and Duties:

1. Oversees Sunday Service operations of the Nursery department.
2. Interviews and prescreens potential volunteers for placement.
3. Provides ongoing training to equip volunteers.
4. Encourages and develops leadership growth via monthly meetings with Service Coaches.
5. Edits weekly curriculum to ensure age appropriate.
6. Maintains classroom safety by assuring each classroom is adequately staffed.
7. Facilitates prayer, devotion and informational meetings for volunteers before each service
8. Assists in maintaining department's budget, shopping for materials and supplies, completes purchase order paperwork.
9. Provides personal leadership development via mentoring and ongoing education.
10. Oversees the planning of special events and programs.
11. Provides support to multisite campuses and assists in creating duplication of materials.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direction of the Rock Kids Director.

Job Skills and Requirements:

1. Minimum of 6 units of Early Childhood Education to include Child Growth and Development.
2. Minimum 2 years of Children's Ministry staff experience.
3. 1 year of experience in public speaking and conducting trainings.

4. Must be able to stand for long periods of time, including up to 12 hours on Sunday with appropriate breaks.
5. Demonstrated skill to recognize problems, and apply resourcefulness in finding appropriate solutions. Ability to follow-through to ensure effective resolution.
6. Proven ability to interact in a consistently positive manner with external clientele, including applicants, volunteers, parents, children, visitors and guests, using a high degree of respect, discretion, flexibility, and courtesy in gesture and speech.
7. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church and Rock Kids Department.
8. Strong attention to detail and accuracy, including excellence in oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations.
9. Must possess strong computer skills, including proficiency with spreadsheets, databases, and word processing software. Windows based software (Excel, Word, PowerPoint)
10. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism.
11. Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in-group problem-solving situations; strong team player who meets commitments.
12. Ability to work in a high volume environment while maintaining solid productivity and quality of work.
13. Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.

Employee Expectations:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Rock Governance system.
4. Successful completion of a background, Live Scan and reference check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Sunday service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of The Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate an employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.