

How to Apply:

Welcome Center:

- Role Description and MVP Application.
- **Complete** a Background Check form at:

www.Parklawn.org

Return MVP Application to:

PAOG Office Administration
 Attention: Norma J. Gaines,
 SPHR
 HR Generalist
ngaines@parklawnag.org
 414-847-9986



Role: Nursery Coordinator (NC)

Reports to: Children’s Ministry Leader (CML)

Last Updated: 5/18/2019

Position Summary

The MVP Nursery Coordinator is responsible for managing the weekly operations, inventory control, MVP support, curriculum development and effective communication with families, Children’s Ministry Leader (CML) & Family Life Pastor. In collaboration with the CML, the MVP Nursery Coordinator will be responsible for developing policies/protocols and Family Support Programs and will support the strategic plan for Growth, Stewardship and Development of the Nursery that align and support both Family Life and PAOG strategic goals and objectives. This position is for 5-8hrs per week.

Knowledge, Skills and Abilities:

- Actively demonstrate the love of Christ through the building of authentic relationships with the Children and their Parents
- Effectively communicate with the MVPs, being engaging, accessible and responsive especially during Services
- High School or equivalent (GED)
- Preferred Experience: At least 4 years of experience in childcare field or serving within Nursery or Children’s Ministries

<p>Experience:</p> <ul style="list-style-type: none"> • Ability to facilitate regular Team Meetings • Ability to identify needs of the Families that may exist and collaborate with CML, PAOG ministries or community agencies to provide information or guidance to programs and resources • Demonstrate Biblical competence and strong personal faith • Have a gift of patience, love, compassion, joy and grace for young Children, that is evident in a daily walk with Christ • Display a track record of personal management, leadership and professionalism and have developed a personal model for productivity 	
<p>Responsibilities:</p> <ul style="list-style-type: none"> • Manage weekly operations: <ul style="list-style-type: none"> -Prepare Nursery Calendar & Staffing Schedule -Ensure Nursery is open and prepared for Sunday Service and any alternative dates committed to by the Nursery Calendar -Maintain all necessary supplies adequately stocked, accessible and operational to provide the best care for the Children • In collaboration with the CML, responsible for developing policies/protocols and Family Support Programs 	
<p>Anticipated Time Commitments:</p> <ul style="list-style-type: none"> • 1-4hrs Mon-Sat for administrative duties, which can include: Completing any necessary reports, scheduling, inventory management, coordinating the cleaning of equipment, communications with MVPs, CML or Pastor for Family Life • 1-4hrs on Sunday: To ensure that the needs or concerns of the Children, parents, nursery and or MVPs are met or addressed. When necessary, provide coverage in the nursery to ensure proper staffing needs are met (This is not to be every Sunday) 	
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