

Ark and Dove Presbyterian Church
8424 Piney Orchard Parkway
Odenton, MD 21113

Position Description: Nursery Coordinator

Name of Organization: Ark and Dove Presbyterian Church

Location: 8424 Piney Orchard Parkway, Odenton, MD 21113

Supervised by: Pastor Jennifer McCullough and the Christian Education Elder

Employed by: The Session of Ark and Dove Presbyterian Church

Primary Responsibilities

Ark and Dove is progressive Presbyterian church and a welcoming and affirming congregation. The primary responsibilities of the Nursery Coordinator at Ark and Dove are to provide a safe and nurturing environment for children three and under during worship services and other church events, facilitate the participation of volunteers in caring for our youngest parishioners, including assisting with the training of adult and youth volunteers as assigned by the volunteer coordinator, and make parents and children feel welcome and comfortable.

Administrative Responsibilities:

- Meet with Christian Education Elder weekly/bi-weekly to identify and report the needs of the program for physical space, equipment, supplies and volunteers.
- Attend designated trainings, updates, and continued education regarding childcare policies (e.g., Child Sexual Abuse, etc.) as required.
- Facilitate safety plans with Christian Education Elder and Associate Pastor and maintain organized records of children under Nursery care (i.g., attendance records and sign in/out sheets, etc.).
- Maintain good communication with all staff (paid and volunteer) and effectively communicate with parents/guardians when needed.
- Communicate with Christian Education Elder and Associate Pastor as soon as possible if the coordinator needs to be absent so that a replacement can be found.

Nursery Childcare Responsibilities

- Plan for and provide the care for infants and children during Sunday morning worship services.
- Plan for and provide care for infants and children during Holy Week services, weeknight programs during Advent and Lent, and other special events as directed by the Christian Education Elder or Associate Pastor. Occasions for care beyond regular Sunday mornings will be discussed in advance.
- Warmly greet all families entering the nursery, introduce yourself and weekly volunteer to make parents and children feel welcome and comfortable.
- Is responsible for the safety of all children under care in the Nursery. Children must be signed in by parent(s) or responsible adult. Children may only leave Nursery care with the parent(s) or adult who signed them in.
- Provide focused care to Nursery responsibilities by abstaining from the use of all electronic devices, including cell phone, e-pads, television, etc.

- Pay attention to and interact with the infants and children entrusted to Nursery care including, but not limited to ensuring safe play between children and use of Nursery toys, reading, playing games, feeding, diaper changes, etc.
- Provide necessary information to parent(s) or guardian during sign out (e.g., times and amounts of feeding and diaper changes, playtime and reactions, etc.).
- Maintain the cleanliness and organization of the Nursery and for the care and maintenance of all equipment and materials used in the Nursery. Required weekly organization and cleaning includes, but is not limited to wiping down surfaces and toys, disposing of old artwork, toys, ensuring all equipment and materials are put away after use, etc.
- Each week, other congregants including high school or middle school youth will help assist the Nursery. The Nursery Coordinator must be comfortable with directing helpers as necessary.

Education, Skills, Training , and Experience

- Must be a loving and nurturing person who enjoys caring for and interacting with infants and young children.
- Degree in child development and/or demonstrated ability or experience working with children's daycare or preschool programs desired.
- Strong organizational, communication, and administrative skills.
- Take initiative in anticipating, observing, and solving problems in the Nursery.
- CPR and First-Aid Certifications.
- Good interpersonal skills: ability to build relationships with families and volunteers in the church and manage children in a nurturing, caring fashion.
- Excellent leadership skills: ability to direct helpers in the Nursery as necessary.

Terms of Employment

- Must pass a criminal fingerprint background check.
- Provide three professional/personal references.
- Have reliable transportation.
- Be physically capable of lifting and carrying infants and children, and toys and equipment for cleaning and organization.
- Be subject to a 90-day probationary period.
- Must complete all required training and abide by Ark and Dove policies.

Hours

The Nursery Coordinator is a professional, part-time position with required hours on Sundays. Expected work hours are four hours per week on Sunday mornings to cover both 9:00am and 10:30am services, as well as nursery preparation, cleaning and organization, and meeting with leadership and volunteers. Must be available for additional nursery hours as needed with advance notice provided for special services and church events including Holy Week and other holiday services.

Compensation and Benefits

This position is paid at \$20 per hour (\$80 per Sunday). Payment is on a bi-weekly (every two weeks) basis via check. Health benefits and paid time off are not offered for this part-time position.

Evaluation

This position reports to the Associate Pastor and works in collaboration with the Christian Education

Elder. In the first year of employment, there will be quarterly reviews with the Associate Pastor, Christian Education Elder, and/or the Administration Ministry. Thereafter, there will be annual reviews by the Associate Pastor and/or the Administration Ministry.

Revised August 2026