



# NURSERY COORDINATOR WEST CAMPUS POSITION DESCRIPTION

**TITLE:** Nursery Coordinator **HOURS:** 3 hrs per week/52 weeks\*  
**REPORTS TO:** Triumph Kids West Director **LOCATION:** West Fargo Campus  
**PAYROLL STATUS:** Hourly, Non-Exempt

**MISSION** *To share the grace and truth in Jesus Christ as He is changing our lives*  
**VISION** *To see the life and message of Jesus transform hearts, homes and cities*  
**CORE VALUES** *Jesus and God’s Word, Grace and Truth, Disciples Making Disciples*

\*During Fall start-up, more hours may be needed. Hours will be set as needed by the Triumph Kids Director.

## I. POSITION SUMMARY

The primary purpose and responsibility of the Nursery Coordinator is to ensure quality nursery care provided for children age 0-36 months at our West Campus. This person will oversee and encourage the team of volunteers who provide nursery care, and to build connections and relationships with the nursery age children and families at Triumph West.

## II. RESPONSIBILITIES

Key Accountability	Rank	Weight *
Leadership	1	40%
Execution	2	30%
Relationships	3	20%

\* Weight accounts for 90% to accommodate unexpected, ad hoc tasks

### 1- LEADERSHIP (WEIGHT: 40%)

- **Accountability Statement:**
  - Lead and oversee the nursery volunteers and provide administrative support for the nursery at Triumph West.
- **Measure of Success:**
  - Lead efforts to provide consistent nursery care in a safe and nurturing environment for children 0-36 months at our West Campus.
- **Responsibilities and Actions include, but not limited to:**
  - Lead efforts to recruit, train, and oversee volunteer nursery staff.
    - Ensure that all volunteers and staff meet appropriate requirements to serve.
    - Ensure proper enforcement of policies and procedures.
  - Oversee the weekly nursery procedures including checking in, registrations, and cleaning/hygiene procedures.
  - Assist director in maintaining all Triumph Kids data, registration forms & documentation for nursery age children.

## 2- EXECUTION (WEIGHT 30%)

- **Accountability Statement:**
  - Ensure the quality nursery care is staffed and a safe environment is provided on a weekly basis.
- **Measure of Success:**
  - A safe, nurturing nursery is fully staffed for Sunday worship services, the 10 am Sunday education hour, and the Wednesday Night Worship services.
- **Responsibilities and Actions include:**
  - Ensure the nursery is staffed on weekly basis with quality, trained volunteers.
    - Oversee the nursery volunteer schedule.
    - Recruit volunteers as needed.
    - Work in the nursery when needed.
  - Maintain the cleanliness and organization of the nursery at the West Campus. This includes weekly procedures for basic toy cleaning and a quarterly deep cleaning of the toys.

## 3- RELATIONSHIPS (WEIGHT: 20%)

- **Accountability Statement:**
  - Guide and foster meaningful and connected relationships for nursery age children, their families, and nursery volunteers at our West Campus.
- **Measure of Success:**
  - Connections are made through nursery care that facilitate relationships that can form and grow.
- **Responsibilities and Actions include, but not limited to:**
  - Consistently invest in and minister to nursery children, parents, and volunteers through prayer and intentional connections at the West Campus.
  - Build relationships and connections with the nursery children and their families through weekly interactions.
  - Participate/attend worship services at Triumph West and engage with families.
  - Lead and encourage volunteers in building relationships with our children.

## III. KEY WORKING RELATIONSHIPS

- Report to the Triumph Kids West Director who will conduct annual reviews.
- Work as a team with our West Campus staff in terms of communication and collaboration.
- Collaborate and communicate with Central Service staff, as needed.

## IV. POSITION QUALIFICATIONS

- Demonstrates a vibrant and growing relationship with Jesus Christ. This demonstration includes:
  - Acknowledgment of the Lordship of Jesus Christ in his/her life
  - Commitment to intentionally pursue maturity in his/her relationship with God through personal devotions, active attendance in worship services, and involvement in accountable relationships.
  - Commitment to avoid any lifestyle choices that would compromise his/her credibility.
- An obvious love for children and those who work with children.
- Must pass a background check for the states of Minnesota and North Dakota and any other state of previous residency or employment.
- Experience that reflects success in working with children and supervising others who work with children.
- Skilled relationally in interacting with people of a variety of ages, backgrounds, and experiences.
- Teachable spirit, seeking to grow and develop both personally and professionally.
- Able to take initiative in leading and coordinating activities with students and volunteer staff.

- Willing to work in agreement with Triumph’s statements of faith, mission, purpose, and core values.
- Effectively communicate and represent the vision and ministry of Triumph and Triumph’s Kids West.
- Maintain a strong work ethic and build efficient processes.
- Knowledge, Skills and Gifts:
  - Exhibit excellent organizational, administrative, problem solving, and interpersonal skills.
  - Able to work effectively with a larger ministry team.
  - Be a motivated, effective recruiter and manager of volunteers.
  - Able to cast vision, build relationships, release the gifts of others, and be a multiplier of leaders.
  - Able to maintain and protect confidentiality.
  - Able to learn ministry related computer software as assigned.

**V. CONDITIONS OF EMPLOYMENT**

- Exhibits a meaningful and growing personal relationship with Jesus Christ.
- Models the Biblical standard of personal conduct and lifestyle.
- Supports and adheres to the Purpose, Mission, Vision, Core Values and Statement of Faith of Triumph Church.
- Supports and adheres to the Constitution and Bylaws of Triumph Church.
- Supports and adheres to the Elder Board Policies and assists in the administration thereof.
- Regularly attends worship services at Triumph West; with Triumph West being the church home.

**VI. HOURS AND COMPENSATION:**

- This is a part-time position (number of hours indicated above) which will entail working weekends and some evenings.
- Compensation will depend on experience and timesheets will be turned in to record hours worked.
- Employment relationship is outlined in Triumph’s Employee Handbook.

**VII. PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

- Requires the ability to lift 20 lbs.
- Requires prolonged sitting, walking, standing, bending, lifting, stooping and stretching.

The duties described above are the general nature and level of work to be performed but are not intended to be a complete comprehensive list of all duties.

Nursery Coordinator -West \_\_\_\_\_ Date: \_\_\_\_\_

Triumph Kids West Director \_\_\_\_\_ Date: \_\_\_\_\_

Campus Pastor \_\_\_\_\_ Date: \_\_\_\_\_