



TRINITY LUTHERAN CHURCH

Nursery Coordinator Job Description

Classification: Part-Time

Location: Trinity Lutheran Church, 508 Center St, Ashland, OH 44805

Compensation: Hourly

Reports To: Coordinator of Women's and Children's Ministries

Summary:

The person in this position will work closely with and under the supervision of the Coordinator of Women's and Children's Ministries. This is an hourly position up to 16 hours per week.

Communicate with Families

- Contact mothers after baptisms
- Make contact with mothers on a regular basis after a baby is baptized..
- Send Welcome gift to parents of newly baptized children (age dependent).
- Contact moms when opportunities arise for women with children.

Oversee Nursery Supervisors

- Hire and train new supervisors.
- Have at least two meetings per year with Nursery Caregivers.
- Provide CPR and First Aid training to Caregivers.

Volunteers

- Recruit new members and volunteers who wish to assist in the nursery.
- Provide necessary training to volunteers. Those over the age of 18 must have a clear background check.

Scheduling

- Schedule holiday and special event nurseries as needed (Christmas Eve, Thanksgiving Eve, Lenten Services, etc.)
- Provide names and/or scheduling for other staff members needing a nursery

Nursery Rooms



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- Purchase toys and/or make any changes/updates to nurseries.
- Make sure all nurseries have proper supplies, i.e., gloves, tissues, diapers, wipes, disinfectant, etc.

Contact Dawn Forbes at dawn@trinityashland.org for more information or if you are interested in this Ministry position.