



NorthPoint Church

Nursery Coordinator Job Description

Objective:

The Nursery Coordinator plays a vital role in helping young families experience God's love from the very beginning. By creating a safe, welcoming environment and building a supportive community for parents, this leader plants seeds of faith and trust that shape the foundation of family life for years to come.

As the Nursery Coordinator, you'll have the incredible opportunity to walk alongside expecting moms, nurture young parents, and inspire a team of volunteers. You'll be creating welcoming, joy-filled spaces where our littlest ones—birth through three years—can thrive, learn, and experience God's love in meaningful ways. This role isn't just about childcare; it's about cultivating a vibrant community and helping young families feel supported.

Compensation/Status: Part time (10-15 hours per week). Hourly rate commensurate with experience.

Key Responsibilities:

Cultivating Ministry

- Partner with the Kids Ministries Director to execute NorthPoint's mission and Kids Ministry values
- Develop and implement a vision for a thriving nursery ministry that supports the spiritual, emotional, and physical needs of infants and toddlers.
- Partner with expecting moms and young families to come alongside them as they welcome and raise their children.
 - This may include, but is not limited to:
 - Continuing our meal train system for new families.
 - Serving as the liaison for the Mom Tribe community.
- Continually refine policies and procedures that prioritize child safety and volunteer accountability.
- Oversee the weekly operations of the nursery age classrooms, ensuring a safe, welcoming, clean, and well-maintained environment.
- Assist the Kids Ministries Director with child dedication
 - This may include but is not limited to:
 - Connecting with families to ensure they understand the meaning of child dedication
 - Coordinating details for the day of child dedication (prayer partners, setting up pictures before service, preparing Bibles).
- Assist in planning, coordinating, and executing weekly programs, and special events (such as VBS, Christmas, Easter, and family events).

Developing Leaders & Volunteer Teams

- Actively recruit, train, and champion a “team-first” volunteer culture that celebrates wins, honors contributions, and fosters belonging.
 - This may include but is not limited to:
 - Regularly meeting with volunteers outside of Sunday mornings to coach and encourage them.
 - Creating a leadership pipeline within serving teams to share responsibility.
- Develop and schedule childcare teams for special events (worship/prayer nights, Good Friday, Easter, Christmas Eve)

Nursery Coordinator is NOT:

- Expected to serve in childcare positions on a weekly basis.

Qualifications:

- A strong personal faith in Jesus Christ and a commitment to the mission and values of NorthPoint Church.
- Proven experience with early childhood ages and must have a heart for young children and families.
- Experience in volunteer management and recruiting.
- Strong relational skills.
- Excellent communication, especially with parents and volunteers.
- Team player.

Relationships of the Nursery Coordinator include:

Reports to	Kids Ministries Director
Works closely with	Kids Ministries Director, Admin team (Tonya and Betsy)
Leads	Nursery volunteer team
Supports	Kids and families, with an emphasis on expecting moms

Success of the Nursery Coordinator is defined by:

- Volunteers are consistently recruited and adequately equipped to serve.
- Excitement and intentionality align with NorthPoint’s mission, values, strategy, and impact of our church.
- Leaders are being developed to expand ministry.
- Work and personal life are balanced through healthy boundaries.
- Connections are made with full time NorthPoint staff.
- Families are comfortable dropping their kids off on Sunday mornings.
- Families make connections through Sunday mornings and special events.
- Caring for new moms and babies by connecting with them and setting up meal trains.

If interested in applying, please send resume to Tonya Amos:

tonya.amos@northpointdsm.com