

## Volunteer Job Description

Job Title: Nursery Coordinator

Purpose: The Nursery Coordinator serves as the leader for the nursery team

Location: Summerland Baptist Church

### Key Responsibilities:

- The Nursery Coordinator welcomes parents and signs babies into the nursery Sunday mornings
- Oversees nursery care Sunday mornings
- Helps recruit potential nursery team members & helpers
- Creates and distributes Nursery Team schedule

Reports To: Children and Families Ministry Director

Time Commitment: Sunday Mornings (9:00am – 10:45am) and approximately half an hour per week emailing/ calling nursery team to confirm schedule

Qualifications: Basic knowledge of computers (word processing, emailing)  
Pleasant, friendly manner - Likes babies!  
Someone who recognizes the value of blessing parents with quality child care while they attend services

Support: Initial training will be overseen by Matt Dykstra and Maureen Scholes.

For more information or if you are interested in this position, please contact Matt Dykstra, C&F Ministry Director at ph: 250.494.3881 or email [dykstra.matthew@gmail.com](mailto:dykstra.matthew@gmail.com)