

# NURSERY COORDINATOR

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## OVERVIEW

This position ensures that Eastbrook Church provides quality care for infants and toddlers that our placed in our church nursery during the Friday morning women's Bible study, all Sunday worship services, and occasional church-wide events.

## RESPONSIBILITIES

- Recruiting and training both volunteer and paid nursery staff
- Maintaining a safe, healthy, and nurturing nursery environment
- Facilitating ongoing communication with parents

## QUALIFICATIONS

### Core Competencies

- Recruit/train/retain volunteers – must possess a passion to recruit, train and retain volunteers to establish effective teams in each key area of responsibility focus
- Organization and Administration – must have a predisposition for “getting things done” and ability to set up systems and processes that help the ministry teams run smoothly
- Child development – Must have basic understanding of infant and toddler growth and development, in order to nurture growth and provide age-appropriate care

### Experience

- We prefer applicants who are experienced in a professional childcare or school setting (day care, early or elementary education, social work)

## QUALITIES

- Self-starter, able to initiate conversations with other staff members and church families
- Demonstrates strong organizational interpersonal skills
- Desire to reach out to new families and visitors
- Willingness to learn basic software programs, including the church database and communication tools

## EDUCATION

4-year college degree, Education or Social Work major preferred

## REPORTS TO

Sr. Director, NextGen

## MISSION & VISION

Every employee at Eastbrook Church is expected to support our Mission: *to proclaim and embody the love of Jesus Christ in the city and in the world.* We aim to accomplish this mission through five vision objectives:

### Becoming 7

We are aiming to become a more vibrant, diverse, multi-ethnic church with an impact on the city of Milwaukee and the world. *“After this I looked, and there before me was a great multitude that no one could count, from every nation, tribe, people and language, standing before the throne and before the Lamb. They were wearing white robes and were holding palm branches in their hands. And they cried out in a loud voice: ‘Salvation belongs to our God, who sits on the throne, and to the Lamb.’”* (Revelation 7:9-10)

### Growing Disciples

We are aiming to make new disciples and grow current disciples deeper, as evidenced by increased conversions, baptisms, small group/triad participation. *“Then Jesus came to them and said, ‘All authority in heaven and on earth has been given to me. Therefore, go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age.’”* (Matthew 28:18-20)

### Reaching Out

We are aiming to reach beyond ourselves through missional engagement in the following ways: evangelism, community outreach, church planting and multisite. *“But you will receive power when the Holy Spirit comes on you; and you will be my witnesses in Jerusalem, and in all Judea and Samaria, and to the ends of the earth.”* (Acts 1:8)

### **Multiplying Leaders**

We are aiming to make leadership growth a priority, utilizing the ministry leadership growth model with staff, ministry volunteers, ministry residents, and interns. *"And the things you have heard me say in the presence of many witnesses entrust to reliable people who will also be qualified to teach others."* (2 Timothy 2:2)

### **Church Engagement**

We are aiming to increase levels of engagement at Eastbrook Church, as reflected in attendance, service and giving. *"So Christ himself gave the apostles, the prophets, the evangelists, the pastors and teachers, to equip his people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ."* (Ephesians 4:11-13)

**Eastbrook Church provides equal employment opportunity without regard to pregnancy, childbirth or related medical conditions, race, color, national origin or ancestry, citizenship, mental or physical disability, medical condition, veteran or military status, marital status, age, sex, or any other basis protected by federal, state or local law, ordinance or regulation. Employment will require successful completion of a background check.**

Qualified candidates should email resume and completed Eastbrook Application ([eastbrook.org/application](http://eastbrook.org/application)) to Laure Herlinger, [lherlinger@eastbrook.org](mailto:lherlinger@eastbrook.org).

