

**Job Title:** Nursery Coordinator  
**Direct Report:** Preschool Director  
**Position Status:** Part-time (15 hours/week)

**Church/ Campus Description:**

Sun Valley Community Church began as a church plant in 1990 in Chandler, Arizona. Over the years, Sun Valley has grown into a large multi-site church in the Phoenix area. Currently, there are five campuses located in Casa Grande, East Mesa, Gilbert, Queen Creek and Tempe. Together nearly, 8000 people attend a Sun Valley Campus each weekend.

**Summary of Position:**

The Nursery Coordinator will be responsible for all components SV Kids Nursery weekend services. The Nursery Coordinator will recruit, train, empower and release the volunteer teams which support the weekend services. The Nursery Coordinator will also work towards developing trust with parents while providing excellent guest experiences for new and returning guests.

**The Preferred Candidate:**

- Demonstrate a track record of spiritual maturity and character consistent with the biblical requirements for church leadership
- Self-motivated, self-directed, and team oriented
- Able to effectively communicate with parents, children, volunteers and church leaders
- Support the mission, vision and values of SV Kids
- Align with the mission, vision, values, team leadership distinctives and doctrinal statement of Sun Valley Community Church

**Job responsibilities:**

- Develop a volunteer team to support weekend nursery services.
- Empower nursery ministry volunteers to lead the ministry through creating a culture of leadership recruitment, development, training and reproduction.
- Encourage the nursery ministry volunteer team through prayer, spiritual direction and development of a fun, creative and relational team environment
- Lead the nursery ministry Team each weekend at each scheduled service
- Lead the nursery ministry Team during special events and special weekends
- Participate in SV Kids staff meetings, activities, and retreats
- Coordinate with counterparts at other campuses
- Stay current with kid culture and Children's Ministry trends

**Review:**

Participate in regular coaching, monthly training/reporting and annual job performance reviews.

*This description is intended to describe the general content and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.*