

RC KIDS NURSERY/PRESCHOOL COORDINATOR

JOB DESCRIPTION

Job Title:	RC Kids Nursery/Preschool Coordinator
Status:	Full Time
Supervisor Title:	RC Kids Prep and Groups Coordinator
Date Prepared/Revised:	July 2025

The RC Kids Nursery/Preschool Coordinator is responsible for equipping and training volunteers to create extraordinary preschool and nursery group experiences that partner with parents and help kids become fully engaged followers of Christ.

Competencies:

- Experience working with children, teens and adults of all ages
- Ability to build, lead, and care for volunteer teams
- Strong verbal and written communication skills
- Self-motivated
- Able to prepare and manage multiple tasks simultaneously
- Ability to handle stress and have difficult conversations
- Organized and detail oriented
- Physical endurance to lift and carry medium-heavy items on a regular basis
- Competent with computer software such as Google Doc, Sheets, and Canva

*** Nursery/Preschool Coordinator Responsibilities:**

- Recruits, trains, develops, and appreciates volunteers that lead small groups of preschool and nursery kids
- Casts vision for small groups to both parents and volunteers
- Intentionally assigns kids and leaders to small groups, manages groups, and evaluates their effectiveness to ensure every kid and leader is known and connected
- Communicates regularly with volunteers face to face, email and phone contact
- Supports volunteers through necessary care, updates, and training
- Assists in creating training systems to help volunteers grow both spiritually and as small group leaders
- Offers regular feedback to volunteers regarding wins and missed opportunities
- Oversees the safety and care of the preschool and nursery environments including toy cleaning
- Communicates needed information to preschool and nursery parents
- Edits and formats curriculum for the preschool and nursery each month
- Connects with parents of new babies to give tours and welcome them to the RC Kids ministry
- Oversees Baby Dedication and recruits a team to assist with the yearly event as well as additional nursery/preschool events
- Assists with all RC Kids events
- Attends weekly meetings with the RC Kids team, the Rivers Crossing staff, and direct supervisors

Direct Reports: None

Key Strengths:

- Adaptability, Developer, Communication, Maximizer, Relator, Responsibility

Personal Responsibilities

- Maintain God ordained priorities in your life by putting Jesus Christ first, your spouse second, your children third and the ministry fourth.
- Give at least 10% of your income to the vision of Rivers Crossing.
- Be loyal to the vision and staff of Rivers Crossing and always protect the unity of the church.
- Invest and invite your 8 to 15 to know Jesus and come to Rivers Crossing.

"Partnering with parents to help kids become fully engaged followers of Christ"