

Vacation Bible School (VBS) Nursery Coordinator

Volunteer Position

Position Summary

The Nursery Coordinator is responsible for overseeing the nursery during the week of VBS, ensuring a safe, nurturing, and faith-filled environment for the children of VBS volunteers (infants to toddlers). This role includes recruiting and training nursery helpers, coordinating daily activities, and ensuring the nursery is well-stocked and organized. The Nursery Coordinator works closely with the VBS Director and Preschool Coordinator to support volunteers by providing quality care for their children.

Key Responsibilities

- **Oversee Nursery Operations:** Manage the nursery for the duration of VBS, ensuring a loving and structured environment for infants and toddlers.
- **Recruit & Train Volunteers:** Identify and coordinate a team of caregivers to assist in the nursery, ensuring they understand safety protocols and best practices for infant/toddler care.
- **Create a Safe & Engaging Space:** Set up the nursery with age-appropriate toys, books, and simple faith-based activities to keep children engaged and comfortable.
- **Develop a Daily Schedule:** Implement a basic routine that includes playtime, snack time (as needed), and rest periods, adjusting as necessary based on the needs of the children.
- **Communicate with Parents:** Welcome parents daily, gather necessary information (allergies, special instructions), and ensure a secure check-in/check-out process.
- **Maintain Cleanliness & Safety:** Regularly sanitize toys and surfaces, follow all nursery safety guidelines, and respond to any emergencies appropriately.
- **Assist with Setup & Cleanup:** Ensure the nursery is fully stocked before VBS begins and return it to its original condition at the end of the week.
- **Attend Planning Meetings:** Participate in pre-VBS meetings with the VBS Director and leadership team to coordinate nursery logistics.

Qualifications & Skills

- Experience caring for infants and toddlers (childcare, nursery, or ministry experience preferred)
- Strong leadership, communication, and organizational skills
- Ability to recruit and coordinate volunteers
- A nurturing and patient demeanor
- Commitment to ensuring a safe and welcoming environment
- Ability to respond calmly and appropriately to children's needs and emergencies

Time Commitment

- Attend VBS planning meetings before the program begins
- Recruit and train nursery volunteers in the weeks leading up to VBS
- Be present daily during VBS to oversee nursery operations
- Assist with setup before VBS and cleanup afterward

By serving as the Nursery Coordinator, you provide essential support for VBS volunteers, ensuring their children are cared for in a loving and Christ-centered environment. Your leadership allows parents to serve confidently, knowing their little ones are in good hands. Thank you for your dedication to this ministry!