

POSITION DESCRIPTION

AMERICA'S KESWICK
601 Route 530
Whiting, NJ 08759

Nursery/Toddler Coordinator

I. INTRODUCTION

Mission: America's Keswick is a multi-generational, cross-cultural ministry where biblical teaching and worship lead to a deeper relationship with Jesus Christ, resulting in a transformed life. We serve people with excellence through addiction recovery, conferences, events, retreats and outreach.

Purpose: The purpose of America's Keswick is to model and teach biblical victorious living in Christ Jesus, to provide an environment in which biblical life transformation takes place and to foster active personal involvement in the local church.

Department Purpose: The Children's Ministry exists to teach the children of our summer conference guests the victorious life that can be found through faith in Jesus Christ.

Position Purpose: The Nursery/Toddler Coordinator oversees the infant through toddler age group during conferences which provide children's ministry.

II. ESSENTIAL COMPONENTS

The one holding this position must be a mature Christian, able to effectively lead and demonstrate Christlikeness. It is imperative that this person conduct himself at all times in such a manner as to uphold a solid testimony in harmony with traditional, conservative, evangelical values. He must completely adhere to the doctrinal position of America's Keswick and seek to live the principles of God's Word. It is understood that failure to maintain a high standard of personal testimony will be grounds for dismissal.

III. DUTIES & RESPONSIBILITIES

- A. Designs and leads nursery through toddler program (infants through age 3-4).
- B. Is responsible for the training of the children's ministry staff assigned to the nursery/toddler program.
- C. Works with Children's Ministry Coordinator on a weekly schedule for the children's ministry staff.
- D. Functions as one of the children's ministry staff.
- E. Helps maintain children's ministry supplies and materials (crafts, snacks, etc.).

IV. REPORTING RELATIONSHIPS

The Nursery/Toddler Coordinator reports to the Children's Ministry Coordinator and the Summer Staff Coordinator.

V. HOURS

This position requires approximately 30-35 hours per week and includes nights and weekends. This is a seasonal position.