

Beulah Alliance Church

Job Posting: Nursery Ministry Coordinator



This position is responsible to minister to the congregation by developing leaders and systems that create environments where families and kids can Gather, Grow, Give, and Go. This role will collaborate with the Children's Ministry Team, focusing specifically on Nursery (ages 0-2) weekend programming.

Position Type: permanent, part-time, 15hrs/wk

Location: 17504 98a Ave NW, Edmonton AB

Role responsibilities:

Weekend Responsibilities

- Recruit, train, schedule, and care for the Nursery volunteer team.
- Oversee cleanliness, supply management, and maintenance of nursery and parent rooms.
- Supervise nursery during all weekend worship services.
- Ensure compliance with Plan to Protect and KidZone Handbook procedures.
- Provide resources to families with infants and toddlers.
- Participate in necessary meetings and engage in team collaboration.

Midweek Responsibilities

- Oversee the planning and execution of midweek drop-in playgroup for families with young children.
- Foster a warm, inclusive, and safe environment for families.
- Greet and connect with families to foster relationships and community.
- Recruit, train, and schedule volunteers to help facilitate activities and provide support.

What will make you thrive:

- Follower of Jesus Christ aligned with Beulah's vision to Awaken Greater Edmonton to King Jesus.
- Passion to see children growing in their relationship with Christ.
- Able to lead ministry through recruiting, equipping, mobilizing, and coaching volunteers.
- Primary spiritual gifts: teaching, leadership, administration.
- Competent to inspire leaders and bring enthusiasm for a shared vision.
- Strong communicator (verbal and written).
- Strong interpersonal skills with a passion to care for infants and toddlers.
- Knowledge of child safety policies and procedures.
- Understanding of nursery housekeeping principles and childcare best practices.
- Able to work in a large, multi-staff setting and manage multiple tasks.
- Minimum of 2 years of experience with nursery-aged children.
- Strong leadership, administrative, and supportive abilities.
- Certifications in First Aid and Plan to Protect (or willingness to obtain).

Think you're a great fit for this job? If you believe that God may be calling you to this position, please submit your resume and cover letter to hr@beulah.ca. No phone calls please. We thank all applicants for their interest; however, only candidates under consideration will be contacted.