

## Job Description

<b>Position:</b> Nursery Coordinator	<b>Reports to:</b> Program Director
<b>Full Time:</b> N/A	<b>Last Updated:</b> June 2016
<b>Part Time:</b> 4 - 5 Hours Per Week	<b>Health Benefits:</b> No
<p><b>Office Hours/Work Arrangements:</b>            The job requires that the Nursery Coordinator be present in the Nursery area Sunday mornings at 9:00 a.m. to prepare the nursery for the arrival of the volunteers and children. The Nursery Coordinator will remain until the children have been picked up by their parents and the nurseries straightened up and picked up (approximately 12:30 p.m.). The Nursery Coordinator should be available or work with the Program Director to insure services are provided for special events at the church during the week.</p>	
<p><b>Requirements: education, work experience, certifications, etc.</b></p> <ul style="list-style-type: none"> <li>• Most importantly, this position requires the employee be called by God as nursery coordinator.</li> <li>• Basic babysitting training as provided by the Red Cross or comparable resources required.</li> <li>• Complete Safe-Sanctuary training as provided by Garner United Methodist Church.</li> <li>• Basic life-saving (CPR) course preferred but not required.</li> </ul>	
<p><b>Summary of Job Function:</b>            The position of Nursery Coordinator at Garner United Methodist Church consists of hourly childcare work. Primary responsibility is attending to the needs of children during the Sunday services and other services that occasionally require childcare. The position requires flexibility in services delivery to any age level nursery as may become necessary. The position works closely with the Program Director to ensure the nurseries are adequately staffed at all times. Appropriate interpersonal skills are necessary to promote an effective work environment by providing a consistent, reassuring presence for members and visitors using the church's nursery services.</p>	
<p><b>Principal Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. Provide/coordinate childcare for Sunday services.</li> <li>2. Provide/coordinate childcare for special events/services.</li> <li>3. Promote and encourage volunteer participation in nursery care.</li> <li>4. Prepare and submit weekly report of hours worked.</li> <li>5. Prepare nurseries for children. Duties include insuring age appropriate toys, activities, cribs, swings, etc. are available prior to the children's arrival. Insure rooms are clean, floor is clear of choking hazards.</li> <li>6. Welcome children, parents to nursery and have them sign-in; fill out child information form if needed; fill out name tag for child/diaper bags; discuss any special needs child may have while in the nursery. Allow only designated individuals to pick up the child.</li> <li>7. Engage children in play with toys, books, etc. in the nursery or with age/subject appropriate activity (i.e. craft, story game). Supervise children while they are playing and insure their safety at all times.</li> <li>8. Change diapers as needed or assist children with restroom breaks.</li> <li>9. Identify any supplies needed in the nurseries; i.e. diapers, tissues, wipes, disinfectant, etc. and notify the Children's Coordinator of need for supply replenishment.</li> <li>10. At the end of the shift, clean toys as needed and put them away, lock up cabinets, classrooms, and other doors as directed. Purge broken or dangerous toys as needed. Clean tables and if necessary, vacuum floors.</li> <li>11. Greet volunteers. Introduce them to the children as needed and have them assist with monitoring children, engaging children's participation in activities, cleaning the room and toys at the end of the shift.</li> <li>12. Take appropriate action to address concerns – redirecting a child's attention, removing a child from a situation, locating the parents if necessary.</li> <li>13. Follow the Garner United Methodist Safe Sanctuary Policy.</li> </ol>	