

Church of the Lakes UMC – Job Description

Position: Sunday Morning Nursery Coordinator	Compensation: \$10 - \$12 per hour
Category: Support Ministry Staff	Hours: 8:00 am – 12:30 pm every Sunday
Revision Date: 1/18/2017	Full, Part or Volunteer: Part time

Overview of Position: Supervise and insure the safety and well-being of the infants and toddlers; be alert to the needs and problems of children; greet parents and children upon their arrival and assist parents with check in and check out procedures; recruit volunteers and provide training, supervision and support; ensure that volunteers make all children feel welcome; observe church child protection and discipline policy; maintain accurate records of children; teach a Bible lesson for each hour; keep nursery and toddler area clean and sanitized including properly disposing of diapers; secure substitutes.

Qualifications:

- Must be at least 18 years of age
- Have a high school diploma or equivalency
- Certified in CPR/First Aid, Communicable Diseases and Child Abuse (or be willing to become certified)
- Have a personal commitment to Jesus Christ and the church

Important Characteristics:

- An essential quality is an ability to communicate with volunteers
- The other essential quality is a pleasant, receptive manner that values children, parents and volunteers
- Display kind and appropriate attitudes and actions at all times toward children, parents and volunteers

Responsibilities:

- Supervise and insure the safety and well-being of the infants and toddlers at all times
- Be alert to the needs and problems of individual children as well as the large group
- Observe Church Child Protection and Discipline policy
- Recruit volunteers to assist in the nursery and provide training, supervision and support for volunteers
- Notify the Director of Christian Education of all new volunteers so that background checks may be completed
- Ensure that volunteers make all children feel welcome
- Warmly greet children and parents upon arrival; assist parents with check in and check out procedures; remind parents that a child will not be released unless the child's tag matches the parent's/adult's tag
- Maintain accurate records of children

- Teach a Bible lesson, which is provided, to the children each hour
- Keep all nursery areas clean and sanitized which includes:
 - ✓ sanitizing, toys, changing table
 - ✓ changing crib sheets as needed
 - ✓ properly disposing of diapers and emptying the diaper genie at the end of last service
 - ✓ disposing of broken toys
- Securing substitute when volunteer is unable to “work”
- Notify Director of Christian Education when there are concerns; and when snacks, wipes, diapers and batteries are needed
- If the position is split, both parties will:
 - ✓ Work cooperatively to divide the schedule
 - ✓ Support one another and verbally back each other when talking with parents and others
- Submit a time sheet at the end of each work session

Supervision:

- Direct supervision will come from the Director of Christian Education
- The employment of the Sunday Morning Nursery Coordinator is the responsibility of the Staff Parish Relations Committee

Benefits, Vacations and Sick Leave

- Fees for CPR/First Aid certification, Communicable Disease and Child Abuse training will be paid for by the church
- See Appendix A

NOTE: This job description is not intended to be all-inclusive. The employee may perform other related duties as required to meet the ongoing needs of the Church of the Lakes UMC.