

Reports To: Children's Director
PT/FT Status: Part-Time
Pay Type: Hourly

Expected Hours: 8-10 hrs/week
FLSA Status: Non-Exempt
Direct Reports: Nursery Staff

General Summary of Position

The Nursery Coordinator is responsible for overseeing all nursery operations to provide a safe, welcoming, and nurturing environment for children during church services, programs, meetings, and special events held at Stillwater First United Methodist Church.

Essential Duties and Responsibilities

Management:

- Recruit, interview, hire, train, and supervise nursery staff.
- Develop and maintain nursery staff schedules to ensure adequate coverage for:
 - Sunday morning worship services and activities
 - Wednesday evening programs and activities
 - Bible studies
 - Church meetings
 - Special church events and activities requiring childcare
- Oversee required Safe Sanctuaries training and documentation for nursery staff.
- Collect, review, and submit employee timecards on a bi-weekly basis in accordance with church payroll procedures.
- Communicate effectively with parents, church staff, volunteers, and ministry leaders regarding nursery services and scheduling needs.
- Participate in ministry planning meetings as requested.
- Perform other duties as assigned by the Children's Ministry Director that support the nursery, children's ministry, and overall mission of the church.

Health and Safety:

- Monitor nursery practices and operations to ensure a safe, secure, and nurturing environment for all children in accordance with Safe Sanctuaries standards.
- Monitor nursery rooms, equipment, toys, and supplies to ensure all areas remain safe, clean, organized, and welcoming. Request new items and report unsafe conditions as needed.
- Report all injuries, accidents, and any abnormal behavior a child may have to the Children's Ministry Director and the caregivers of the child.
- Medication of children may be given with a written request and instruction form completed by the parent or guardian.

Behavior and Guidance:

- Use appropriate guidance techniques with all children.

Individual and Cultural Diversity:

- Plan the program to meet the needs of individual children with concern for their interests, handicaps, special talents and individual styles and pace of learning.
- Treat all children with dignity and respect and help them become aware of their roles as integral members of a group.

Assessment of Children:

- Keep individual records for attendance, injury, and accidents.

Professionalism:

- Participate in recommended training programs, conferences, courses, and other aspects for professional growth.
- Plan with and clarify expectations of staff and substitutes.
- Consult with the director in cases of unreasonable behavior problems, parent complaints, or other problems which can best be handled by the director.

Qualifications

Education

- None specifically required.

Knowledge & Skills

- Strong organizational, scheduling, and leadership skills.
- Ability to recruit, supervise, and support staff.
- Effective written and verbal communication skills.
- Ability to pass required background checks and comply with all church child protection and Safe Sanctuaries policies.
- CPR & First Aide training
- Experience working with young children in a group setting.
- Knowledge of children and their needs, including an awareness of appropriate and challenging activities for age of children in their classroom.
- Ability to relate well with parents.
- Ability to keep confidences and always maintain a standard of professionalism.

Physical Demands & Work Environment

- This position is expected to be fully present to the children when on the job.
- This will require lifting 30 pounds, moving quickly a distance of 50 feet.
- Maintain full levels of alertness, remaining calm in a crisis, and providing appropriate redirection without the use of force or a raised voice.

Items of Note

This job description should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. Any essential function or requirement of this job will be evaluated as necessary should the nursery coordinator be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA).

Confirmation of Review:

We have reviewed this job description.

_____ (Employee) _____ (Date)

_____ (Supervisor) _____ (Date)