



**JOB DESCRIPTION – Nursery Coordinator
Job Description**

APPROVAL DATE:

POSITION TITLE: Nursery Coordinator

EMPLOYMENT STATUS: Part-time, hourly

REPORTING TO: Minister of Children and Youth

POSITION OBJECTIVE:

The Nursery Coordinator shall ensure that the nursery is safe, clean, warm and welcoming to parents and children who use it on Sunday mornings and during other events and activities. The Nursery Coordinator will lovingly care for the babies and toddlers in the nursery primarily on Sunday mornings and other times as needed. The Nursery Coordinator will work in a team with the other Nursery Coordinators and supervise the volunteer nursery assistants. The role of welcome is essential in that the nursery is sometimes the first point of contact for newcomers in the church.

PRIMARY DUTIES AND RESPONSIBILITIES:

Arrive in a timely fashion. 30 minutes prior to event/activity for which childcare is being provided. (Sunday mornings arrive at 9:00, this may be adjusted due to change in worship hour.)

Make sure the nursery is clean; tables and toys are wiped down and disinfected. Communicate with Building Staff and Minister for Children and Youth any larger cleaning needs.

Greet parents and children beginning at 9:15.

Ensure all children are signed in with emergency contact information.

Make sure that the nursery is well-stocked with approved snacks, supplies and toys. Communicate needs to Minister for Children and Youth.

Provide a loving, safe and caring environment when the children are in care. Play with and read to children.

Communicate with parents about each child's experience in the nursery.

Provide appropriate and safe care for children including changing diapers, escorting to the bathroom, cleaning hands, face, and nose.

Follow First Presbyterian Church of Evanston Child Protection Policy.

Collaborate with and supervise adult volunteer assistants.

Contact the Minister of Children and Youth with any incident reports.

Clean nursery and put away toys before leaving for the day.

Aware of and able to implement emergency safety procedures.

PERFORMANCE AND COMPENSATION REVIEW:

\$15/hour, this is an hourly job with no benefits.

QUALIFICATIONS & QUALITIES:

- Experience working with babies and toddlers.
- Warm and friendly manner.
- Pass a Background check and good references.
- Must be available on Sunday mornings 8:30 – 12:30, additional hours are an option on Thursday mornings and other occasional days.

PHYSICAL REQUIREMENTS:

- Able to move freely about building.
- Able to sit with the kids on the floor.
- Able to lift at least 30 pounds.

TRAINING PROVIDED:

- CPR and First Aid certification.
- Children's Ministry overview and introduction.
- Safety procedures and protocols.

Interested candidates can submit their resume with at least three references to jobschuetz@firstpresevanston.org.