

CULPEPER UNITED METHODIST CHURCH

Nursery Coordinator- Part-time

Objective

Coordinate a comprehensive church plan for childcare primarily for, but not limited to, infants and toddler. Assists in the development and evaluation of the CUMC childcare planning process and supervises nursery attendant.

Preferred Qualifications

1. A love for Christ and love for children.
2. Certified in infant/child CPR.
3. Trained to use the AED (Automatic External Defibrillator).
4. Must pass background checks.
5. Ability to interact effectively with parents.
6. Attend Safe Sanctuary Policy Training (or provide proof of coverage) provided by CUMC and/or conference training.

Hours

The Nursery Coordinator will be responsible for working Administratively 10 hours a week. Any additional hours worked in the Nursery will be paid at the current nursery teacher rate.

Supervision

The Nursery Coordinator is under the supervision of the Executive Director.

Duties and Responsibilities

- A. Supervise the infant/toddler room (children from birth to pre-kindergarten) at CUMC for worship services, Sunday School, and selected other events.
1. Be the primary person who receives Nursery requests from other programs and committees in the church.
 2. Respond to nursery request and schedule nursery as needed.
 3. Organize all nursery workers and volunteers, and schedule them for a month at a time with a rotating schedule. Send the monthly schedule out early to workers and volunteers to ensure that the staffing is adequate and in line with the ratios from our Safe Sanctuary Policy.
 4. Interact with infants, toddlers, and preschoolers in the following ways: reading, singing, holding, feeding, and engaging in play, comforting, changing diapers, and assisting with toileting as necessary.
 5. Engage infants, toddlers, and preschoolers and pre-kindergarteners in learning activities, constructive play, and use of provided curriculum.
 6. Comfort children and provide care as needed.
 7. Assist in the recruitment of nursery workers and volunteers.
 8. Responsible for the overall appearance of the Nursery. Ensure that workers fill out the "Cleaning Sheet" after each Nursery shift.
 9. Submit time sheets at the end of each pay period.
 10. Adhere to the Safe Sanctuary Policy of CUMC.

11. Enforce the Nursery Policy with staff, volunteers, and parents to ensure safety for all parties involved.
12. Maintain needed supplies for the nursery.
13. Ensure that toys are cleaned and disinfected after each nursery care session.
14. Wash linens from cribs each Sunday.
15. Encourage and assist nursery workers and volunteers to develop their skills and seek educational and training opportunities.

B. Other tasks assigned

The duties and responsibilities may change and therefore, those outlined here are not inclusive of the full spectrum of the position. The Leadership Team reserves the right to amend the job duties and responsibilities (after providing reasonable notification) at any time.

I have reviewed this job description and feel that it accurately reflects my duties as Nursery Coordinator.

Signature of Part-Time Nursery Coordinator

Date