

Wayside Presbyterian Church

Position Description

Job Title: Nursery Coordinator

Reports to: Pastor/Head of Staff

Date Revised: May 5, 2020

Approval/Effective Date: _____

Overall Responsibilities:

Supervise all activities in the Church Nursery, as the primary person in charge, during all assigned scheduled functions in the Church. This includes active participation in the handling of children brought to the Nursery for care during Church activities.

Purpose:

Overall, the incumbent will promote the general vision of the Wayside children's ministry for “*care, growth and service*” consistent with the general mission of the Wayside Congregation to “*know Christ and make Him known.*” Incumbent will demonstrate the qualities and attributes of a caring Christian leader.

Accountability:

The incumbent is accountable to the Pastor/Head of Staff and the Director of Children’s Ministry (day-to-day supervision), with secondary accountability to the Chair of Christian Formation Committee for ongoing direction.

Specific Job Responsibilities:

1. As the primary responsible person, lead all activities in the Wayside Church Nursery at all normally scheduled times.
2. Work in concert with other nursery workers, supervising volunteers and others in the care of children entrusted to the Nursery; ensure that there will always be a minimum of two adult leaders/workers present during scheduled childcare programs.
3. Maintain awareness of regularly scheduled Church programs, ensuring that adequate Nursery staff is always available to care for children brought to the Nursery center. This will include regular scheduled worship services and weeknight activities such as IGNITE, choir and band practices.
4. Ensure that the Nursery is maintained in a clean, orderly, and properly functioning manner at all times in accordance with adopted Nursery procedures.
5. Ensure that all cleaning, safety, and evacuation policies are followed in accordance with adopted Nursery procedures.
6. Determine material needs in the Nursery; make recommendations regarding any

equipment and supplies required to properly provide nursery services.

7. Maintain regular communications, ongoing with the Director of Children's Ministry, at least monthly with Head-of-Staff, and as needed with other Church staff and leaders with regard to significant nursery related issues.
8. Develop communication channels with parents who bring children to the Nursery. Cultivate positive relationships with parents who regularly visit the Nursery.
9. Attend Church meetings, as requested, that relate to Nursery operations and issues, such as meetings of staff and CF Committee.
10. Maintain registration and attendance records on children who attend childcare in the Nursery.
11. Ensure that a consistent schedule is maintained during the children's time in the Nursery for Sunday's and Wednesday's, and that weekly lessons are being taught, including songs and activities.

Position Qualifications:

- A reliable committed Christian person, at least 21 years of age, with a love for children.
- A demonstrated ability to care and nurture children in a childcare environment; some experience in church nursery work is desirable.
- A demonstrated knowledge of infant, toddler and preschooler developmental stages and a positive ability to interact with young children (birth to age 5).
- Willingness to be observed at work through a probationary period, up to six months.
- Ability to work a flexible work schedule.
- Ability to communicate clearly in written and oral forms.
- Interpersonal relationship skills and ability to work harmoniously in a non-discriminatory manner with other persons, both in one-on-one and group settings.
- Appropriate current clearances such as PA Child Abuse History Clearance, PA State Police Criminal Record Check and FBI Fingerprint.
- Complete the PA Mandated Reporter training online.
- Within 3 months after hire, attend a certified Emergency First Aid course and obtain a CPR certification with an adult/infant/child classification. Renew certifications annually.
- A current valid state driver's license.