

St. Andrew Lutheran Church

Job Description

Title: Nursery Coordinator

Reports to: Parish Executive or Children & Youth Ministry Coordinator

Status: Part-time (6 hours a week with occasional added hours)

The Nursery Coordinator is an important member of the Children, Youth and Family staff at St. Andrew. The Nursery Coordinator works with volunteer nursery attendants to provide care for children from infants through 6 years old on Sunday mornings during worship and education times, and for some special (non-Sunday) events. Between services, the Coordinator also provides care and education to the infants and toddlers who are not ready for Sunday school.

The Nursery Coordinator is also responsible for developing and managing a rotation schedule for volunteer nursery attendants who work with the coordinator on Sunday mornings. The position has primary responsibility for communicating with and supporting this core set of attendants, and recruiting more when necessary. St. Andrew has a commitment to provide nursery care at any activity in which care is expected or requested. While attendance at all special services and meetings is not required, the Coordinator is responsible for scheduling care for these services and meetings.

This position often serves as the first point of contact between families and the church community. Compassion and enthusiasm in working with young children, and a strong ability to communicate and work with parents is vital. Knowledge of child development for the wide range of ages present in the nursery will be very valuable.

- 5 hours a week, 8:15 am – 12:15 Sundays, coordination work by email, and as needed for church meetings and special worship services
- Salary \$14/hour

Required Qualifications:

- Demonstrated ability to build relationships with infants, preschool aged children and their families.
- Experience working with young children. Preferred one year experience working with infants and toddlers.
- Dependable attendance for Sunday services, including ability to communicate absences to supervisor and arrange substitutes for absences.
- Ability to work with a wide variety of people, including pastoral staff, support staff, committees, parents, youth, and volunteers.
- Ability to lift up to 60 pounds.
- Current First Aid and CPR certification or willingness to attain upon hire.
- Training in Recognizing and Reporting Child Abuse and Neglect, or ability to obtain within 90 days of hire.

- Willingness to undergo a background check.
- A vital faith and openness to the teachings of the Evangelical Lutheran Church in America (ELCA) including the Reconciling in Christ welcome statement of St. Andrew Lutheran church.

Primary Duties and Responsibilities:

- Act as main contact and coordinator for nursery care before and during weekly Sunday services.
- Attend to the needs and safety of a wide range of children, from infants to kindergarten.
- Diaper and assist in potty training for children while in care.
- Attend Children's sermon during the service with children and attendants.
- Coordinate schedules of volunteer nursery assistants.
- Coordinate Splash! faith development mailings for families of infants and toddlers.
- Communicate with supervisor to discuss concerns or needs in the nursery
- Demonstrate a positive and friendly attitude with the parents and the children who are in your care.
- Wash and sanitize all toys and crib linens as required by the nursery cleaning schedule.
- Communicate with the St. Andrew Learning Center staff and director about room set up, and when necessary for scheduling outside of Sunday mornings
- Work with the Kids and Teens (KAT) team to develop and implement policies and procedures that help families to find a place in our community and to demonstrate St. Andrew Lutheran Church's core values to the youngest children.
- Attend KAT team meetings quarterly (weekday evening).