

## Job Description

Position:	Nursery Coordinator
Reports to:	Head of Staff
Status:	Part-time, Non-Exempt
Positions Supervised:	Nursery Volunteers

**Commitment to Professionalism:** Employees of Bethany are expected to uphold the peace, unity, and purity of the church of Jesus Christ. The measure of personal conduct is that it supports the efforts of all staff members as they, in turn, serve the members of Bethany and others with whom they come in contact.

**Broad Function:** The Nursery Coordinator will provide a safe, loving, Christian environment to the children of Bethany Presbyterian Church so that the parents and guardians of the children are able to fully participate in the Sunday Worship Services of the church.

**Qualifications:** The Coordinator should have some experience with either parenting, childcare, teaching infants and or toddlers. All clearances, CPR and First Aid-training will be required if not already obtained.

**Responsibilities:** The Nursery Coordinator will be in the Nursery from 8:00am until noon (or until all children are picked up) during the Sunday School year. The hours will be 8am until 11:00am (or until all children are picked up) during the summer hours when Sunday School is not in session. The nursery coordinator will be in the nursery for the following designated special services; Maundy Thursday, Christmas Eve 8pm service and both Easter morning services. The nursery Coordinator will ensure the Sunday 6pm worship service is adequately staffed by a minimum of two adults. Additionally, the Nursery Coordinator will enlist volunteers to staff the Sunday morning hours to ensure a minimum of two adults or more as needed. The Nursery coordinator will be responsible to ensure all adult volunteers have all necessary clearances. Additional responsibilities include making sure the nursery has adequate toys and books and that they are kept clean as well as having supplies such as diapers and wipes. Volunteers will contact the Nursery Coordinator should they be absent and it will be the Nursery Coordinator responsibility to find a replacement. The nursery coordinator will make sure the nursery is maintained as a protected and professional space according to the policies and procedures handbook.

Performance Evaluations will be conducted annually by the Personnel Committee.