

Modify this form to meet the needs of your parish - most congregations will simplify this form considerably.

Responsible Ministry: Screening in Faith

Sample Nursery Coordinator Ministry Position

Instructions: This form is in Table format. Add or delete rows using the "Table" function in the tool bar. Please modify this template to suit the needs of your parish.

Ministry Position Title:	<u>Nursery Coordinator</u>
Term of Office:	One Year, renewable. Number of nursery Sundays are negotiable with the Sunday School Superintendent
Supervision and Support:	Reports to: <u>Sunday School Superintendent</u> Staff liaison, if different from above: [name] Committee/Board responsible for this ministry: <u>Christian Education Committee</u>
Purpose of the position:	To assist and follow the direction of the Sunday School Superintendent and to welcome, nurture and help develop a comfortable, safe, and predictable community for the children and their parents/guardians
Population(s) served:	Infants, young children and their families as well as youth and adult assistants
Duties & Responsibilities:	<u>Core Duties</u> <ul style="list-style-type: none">• Develop, plan and implement a nursery program in consultation with the Sunday School Superintendent• Ensure that toys and nursery supplies are safe and appropriate and that the nursery is a safe, clean environment for infants• Recruit, instruct, schedule and supervise nursery assistants as required• Provide appropriate supervision of infants during church services• Provide appropriate snacks as needed, submitting bills to the church office• Ensure appropriate sanitary provisions for diapering and clean-up• Maintain the room as a pleasant, clean and efficient space for the sitters, visitors and families of the parish• Plan and lead nursery meetings and training, as required• Organize and maintain supplies• Develop protocols and procedures• Organize and manage Christian Education Resource materials (e.g. library, Videos, et.) in consultation with the Sunday School Supervisor• Other duties as are mutually agreed upon <u>Communicate with:</u> <ul style="list-style-type: none">• Your assistants on the nursery team. Meet as needed to assess the work and address concerns• Sunday School Superintendent. Keep him/her informed of any concerns.• Parents of the infants
Skills, Experience and Qualities Required:	<ul style="list-style-type: none">• Enjoy working with and nurturing infants and young children• Education/training or experience in child/infant supervision• Good communication and teaching skills• Good organizational and time management skills• Dependable and trustworthy
Support, Supervision, and	<ul style="list-style-type: none">• Support is provided by the Sunday School Superintendent and informal

- Evaluation: communication with parents
- Evaluation should occur at regular intervals (a minimum of once per year) between each nursery assistant and the Nursery Coordinator
- Qualifications needed: Experienced in infant and child care.
Baby Sitting and/or First Aid Certificates, are assets
- Limits of the position:
- Activities are only to be carried out in a predetermined nursery setting. It is a non-smoking environment.
 - The nursery coordinator must be accompanied by another adult or youth assistant at all times while conducting nursery activities
 - Nursery assistants will never be alone with infants or young children
- Terms of work/service: 1.5 hours per scheduled week. (15 minutes pre-worship service, during the worship service and 15 minutes after for parents to pick up their child.)
- Training provided: *Check all that apply*
- ✓ Position-specific training (pre-requisite)
 - ✓ “On the job” training, once annually
 - ✓ Diocesan Sexual Misconduct training
 - Other: *specify*
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- Position Risk Assessment: ○ Low ○ Medium ✓ High
- Benefits & Opportunities:
- The opportunity to provide a safe, caring environment for the youngest members of the parish
 - The opportunity to build warm and close relationships with the families of infants and young children
 - Use your organizational skills to provide a worry-free worship experience for young parents
 - Develop friendships with nursery volunteers

Record Keeping: Provide a copy of this position description to the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist Form.