

JOB DESCRIPTION NURSERY COORDINATOR

White Bear Unitarian Universalist Church

Title: Nursery Coordinator

Position: Part-time, 8 hours/week

Goal: Create a warm, safe and engaging environment for our youngest children and to provide a welcoming first experience for all families who are entering our Religious Education programming for the first time.

Supervision: The Nursery Coordinator is supervised by and reports to the Director of Religious Education (DRE).

Principle responsibilities and duties:

1. Coordinate nursery care on Sunday morning, Wednesday evenings, and during other events as needed.
2. Establish and maintain an active list of qualified caregivers. The minimum age for anyone providing childcare is 14.
3. Work with the DRE Ensure that the WBUUC Child Care Guidelines and Safe Congregation Policy are understood and adhered to by sponsors of all church events offering childcare.
4. Ensure that at least two caregivers are scheduled for all events offering childcare. One caregiver must be over 21 years of age.
5. Respond to issues or problems that arise from parents or caregivers, including providing childcare if a scheduled worker is absent.
6. Maintain a neat, clean and organized nursery.
7. Provide healthy and age appropriate snacks and drinks.
8. Keep attendance records and provide to the DRE.
9. Attend occasional trainings or meetings as scheduled

Skills needed:

1. Ability to provide care for a mixed group of infants, toddlers and young children, creating boundaries that maintain safety and respect.
2. Ability to communicate with families effectively and help foster a radically welcoming environment that is inclusive of all families and staff regardless of ability, race, ethnicity, gender expression, sexual orientation, or religious belief.
3. Ability to work collegially with other staff and lay leaders in the congregation
4. Ability to organize, recruit and supervise teen nursery helpers.
5. Flexibility to be available for occasional childcare duties at times other than Sunday morning.
6. Organizational ability to keep attendance records and handle relevant budgetary matters.
7. CPR/ First Aid training preferred.