



# St. Stephen's Episcopal Church

## Nursery Coordinator Job Description

The young children of St. Stephen's are vital members of our parish family. We celebrate their joy and energy, we recognize their gifts, and together we strive to nourish their spiritual development in an environment of safety, comfort, and loving care. The Nursery Coordinator will oversee our nursery program and work with the nursery staff to create this environment. General responsibilities and guidelines related to this position are as follows:

1. The Nursery Coordinator will schedule nursery staff during weekly worship services. The nursery is open each Sunday September through May 8:30 a.m.-12:30 p.m. and 5-7 p.m. In the summer months, the nursery is open 9:30-11:30 a.m. and 5-7 p.m. each Sunday. The Nursery Coordinator is expected to be onsite each Sunday (with the exception of vacation days) as a member of the nursery staff. At least 3 of 4 Sundays per month, the coordinator should be scheduled to work on Sunday morning; at least 1 of 4 Sundays per month the coordinator should be scheduled to work Sunday evening.
2. The Nursery Coordinator reports to the Director of Children's Ministry and is responsible for alerting the Director of Children's Ministry of any concerns with children, families, nursery staff, staffing schedules or otherwise.
3. The Nursery Coordinator is responsible for stocking the nursery with snacks and any other needed supplies to be ready each week. Supplies should be acquired by requesting them through St. Stephen's normal ordering process.
4. The Nursery Coordinator is responsible for connecting with parents and ensuring children are signed in and out, and that other nursery staff are attending to these during the times the Nursery Coordinator may not be present.
5. The Nursery Coordinator will work with the Director of Children's Ministry to recruit a sufficient pool of nursery staff and/or volunteers. All nursery staff and volunteers will need to complete a background check and Safe Church online training before beginning employment and at regular intervals for recertification. The Nursery Coordinator is also responsible for ensuring that nursery staff and any volunteers follow procedures outlined by Safe Church practices. Any concerns in this area should be reported to the Director of Children's Ministry.
6. The Nursery Coordinator is responsible for keeping track of the notebook for signing in and out.
7. The Nursery Coordinator may plan and lead a creative activity in the nursery when it is feasible. Examples include crafts, story time, games, art projects, and/or singing. You will be reimbursed for any expenses for materials and for time needed to plan the activity. (*continued*)

8. On occasion, there may be a request for the nursery to be open for special church events on evenings or weekends. If the Nursery Coordinator and/or nursery staff are available to work those events, they will be paid hourly.
9. While children are in the nursery all workers are discouraged from using their personal cell phones for calls or texting unless there is an emergency.
10. To request time off, the Director of Children's Ministry must be notified:
  - a. In the case of illness during scheduled working hours, contact the Director of Children's Ministry (no later than 8 a.m. Sunday morning). If at all possible, please make contact with further notice.
  - b. In the case of vacation requests, contact the Director of Children's Ministry no less than 4 weeks in advance.
11. The Nursery Coordinator will meet quarterly (with pay) with the Director of Children's Ministry, to check in, plan, and address any matters which need attention.
12. As an employee of St. Stephen's Episcopal Church, the Nursery Coordinator is expected to follow the general policies in the St. Stephen's Church Personnel Manual.
13. The Nursery Coordinator will be compensated at a rate of \$25/hour, to include hours spent on scheduling and coordinating with the Director of Children's Ministry outside of regular nursery hours.