

First United Methodist Church, 1315 Court St. Pekin, IL
Job Description, Nursery/Child Care Coordinator

Objective:

The Nursery/Child Care Coordinator is a ministry to, for, and about children and their parents/family. The nursery/child care worker is directly responsible for the care, security and health of infants through preschool aged children while under her/his care in the nursery. She/he will provide professional child care for all activities and events, including worship, Sunday School, making sure that if she/he is not available for a meeting or event, that a qualified substitute will be called and trained as necessary.

Qualifications:

The Nursery/Child Care Coordinator shall be proficient in first aid and infant CPR. She/he will have passed a background check and will make sure that substitutes are qualified and/or trained to have the same skills.

Relationships:

The Nursery/Child Care Coordinator is hired by the Staff Pastor Parish Relations Committee, with the assistance of the directing pastor and the education director. Her/his supervisor is the director of education; however, the directing pastor and/or SPPRC may also be consulted with questions and concerns.

Responsibilities:

- Strive to educate the church as a whole to see the nursery as a ministry to children and families. Always remember that children and their parents are gifts from God and precious in God's sight.
- Services provided to the children and families would include, but not be limited to:
 - Be on duty at 8:00 AM until all the children have been picked up after the 10:50 service, or be sure a qualified volunteer is on duty.
 - Develop a working relationship with volunteer workers. Affirm the importance of volunteers in the nursery ministry.
 - Coordinate and maintain volunteer work schedule to sustain the required child-to-adult ratios.
 - Coordinate volunteers for special events at the church that will require child care.
 - Work with the education director to provide training workshops for volunteers.
 - Politely enforce all the provisions as stated in the nursery including age restrictions, food and drink guidelines, and check in/out procedures.
 - Maintain attendance records.
 - Change diapers and assist in toileting as necessary.
 - Develop and maintain a consistent routine, such as a snack time, story time and other activities.
 - Supervise children to and from the children's sermon – making sure never to leave any child behind in the nursery or sanctuary.
 - Pick up toys (with help of volunteers and children) at the end of each service and maintain a clean, age appropriate environment.
 - Maintain consistent communication with the education director about current needs and other issues that need to be resolved.

- Work with the education director to coordinate activities to encourage attendance, such as contacting new parents, contacting families that have not been in attendance in a while, and planning activities to promote the nursery like an open house.
- Build relationships with parents as they drop off and pick up their child. Take extra time and care in aiding new families with the process so that they feel at home at First Church!
- Other duties may be assigned by education director or directing pastor.

Notes:

This job description is an ongoing work in progress. It is to be used as a guideline for continuing the growth in our common ministry. Other responsibilities may arise as members, parents, children, staff and/or pastors discover needs or ministries related to child care.