

Nursery Coordinator Job Description **Family of God Community Church**

Summary: The Nursery Coordinator will provide a dependable, safe, secure and nurturing environment for our children from ages 0-3 years of age.

This is a part time position involving 3-5 hours per week.

*2 – 3 hours on Sunday morning starting at 9:15am Time will depend on church activities. Minimum of 2 paid hours Sunday mornings.

*Possible additional paid hours for childcare at occasional church events.

*Paid time available for scheduling volunteers, if needed.

*Rate of pay: \$12.00 per hour.

*This position reports to the Pastor.

Qualifications:

*Minimum of 18 years old

*Experience in caring for children from the ages of 0-3

*Satisfactory completion of background check and drug screening

*Satisfactory completion of CPR training for infants and children

*Must present the results of a current (within 1 year) Tuberculin and drug screening

*Dedicated follower of Jesus Christ

* Supports the mission, vision, and values of Family of God Community Church

*Good organizational and communication skills

*Able to lift up to 40 pounds

*Dependability is essential

*Possible additional paid hours for childcare at occasional church events

Responsibilities

*Responsible for providing age appropriate care which includes feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, holding, or sitting with and cheerfully interacting with children through games, stories, play, and prayer. (Universal precautions should always be used while changing diapers or any contact with bodily fluid.)

*Be polite, friendly, and courteous to all children, parents and volunteers.

*In the event of an emergency notify the parents (cell phone or physical presence).

*Straighten the room and clean the toys/bed/playpen before leaving.

*Schedule volunteers (from the volunteer list) for the week to make sure there are 2 people in the nursery.

*Make sure all necessary supplies are in the nursery and contact Administrative Assistant when any supplies are needed.

*Monitor the safety and usability of nursery equipment-recommend repair and replacement.

*Other related duties as assigned by the supervisor/church.

Send a letter of interest and/or resume to fogcc@fogcc.com or Nursery, P.O. Box 517, Newaygo, MI 49337