



United Methodist Church OF GENEVA

NURSERY COORDINATOR

Overview: The Nursery Coordinator helps the children's ministry of United Methodist Church of Geneva by providing a welcoming, nurturing, competent and safe staff presence in the nursery as well as managing all tasks necessary to ensure a thriving ministry to children from infant to age 3.

Description and Responsibilities:

- Prays for children and their families regularly
- Successfully completes and maintains up to date First Aid and CPR training.
- Attends ongoing children's ministry training and meetings when necessary.
- Demonstrates a positive and friendly attitude with the parents and the children who are under their care.
- Informs parents of potential illness, issues and/or disciplinary problems.
- Follows check in/check out procedure and protocols consistently so families are confident that children will be well attended and released to appropriate and permitted people.
- Maintains accurate contact information for each child.
- Washes soiled linens as needed.
- Helps maintain accurate rolls, attendance records and mailing lists of children (infant to age 3) in coordination with the Director of Children's Ministries.
- Oversees the logistics of the nursery and supervises staff including volunteers.
- Reports needs and concerns to the Director of Children's Ministries.
- Orders/Picks up supplies when needed (wipes, gloves, paper towels, diapers, etc.) within budgeted guidelines.
- Regularly reports damaged toys/ equipment or safety hazards to the Director of Children's Ministries, and replaces and removes these items as directed.
- Guides and assists nursery workers in cleaning sanitizing and organizing the nursery each week.
- Ensures at least two competent, trained workers are present at all times when the nursery is in operation and that safe practices as established by the church are followed at all times.

Time Commitment: 5-8 Hours per week, nonexempt, part time, hourly, no benefits, reports to the Director of Children's Ministries, supervises nursery caregivers.

Special Talents, Skills Preferred: Education and/or experience with infants and toddlers, strong communication and administration skills, demonstrates delegation, organization, and creativity, provides a calm and positive atmosphere for children and adults.

Resource and Training Provided: Child protection policies, background check, Safe Sanctuaries training annually.