



## Job Description Nursery Coordinator

**Reports to:** Minister of Faith Formation,  
Senior Minister (In Assistant Minister's absence)  
**Effective:** 09/10/2017  
**Status:** Part-time (2 hours/week)  
**FLSA:** Non-Exempt

### Job Summary

The Nursery Coordinator shall ensure that the nursery is safe, clean, warm and welcoming to parents and children who use it on Sunday mornings. The Nursery Coordinator will lovingly care for the babies and toddlers in the nursery on Sunday mornings, and supervise the teen nursery assistants. The role of welcome is essential in that the nursery is sometimes the first point of contact for newcomers in the church.

### Essential Functions:

- Arrive in a timely fashion at 10:00 am.
- Make sure the nursery is clean; tables and toys are wiped down and disinfected.
- Greet parents and children beginning at 10:15 am.
- Ensure all children are signed in with emergency contact information.
- Make sure that the nursery is well-stocked with healthy snacks, supplies and toys.
- Provide a loving, safe and caring environment when the children are in care. Play with and read to children.
- Communicate with parents about each child's experience in the nursery.
- Supervise teen nursery assistants; help them fill out time sheets if needed.
- Contact the Minister of Faith Formation with any incident reports.
- Clean nursery and put away toys before leaving for the day.

### Minimum Qualifications:

- Experience working with babies and toddlers.
- Warm and friendly manner.
- CORI check and good references.
- Openness and support of the wide variety of family diversity in the congregation.

### Physical Requirements:

- Able to move freely about building with lifting required.

Contact Rev. Heather Concannon at [assistantminister@uuac.org](mailto:assistantminister@uuac.org) to apply.