



POSITION DESCRIPTION

POSITION TITLE:	NURSERY/CHILDCARE COORDINATOR (NCC)
REPORTS TO:	Pastor, Youth/Children’s Christian Education Committee Chair
CLASSIFICATION:	Non-Exempt - Non-ministerial Position

POSITION SUMMARY:

To facilitate nursery and childcare of St. Mark Presbyterian Church in accordance with established Nursery caregiver policies and guidelines.

RESPONSIBILITIES:

- Hire childcare workers for Sunday nursery and all other childcare functions, coordinating the application process and conducting interviews in tandem with others.
- Ensure all caregivers and regular volunteers to nursery or childcare events have undergone background checks.
- Follow documented training policy for nursery and childcare workers, revising and updating as necessary.
- Train and supervise all hired childcare workers according to current policies.
- Purchase supply provisions (i.e. snacks, drinks) for the nursery in cooperation with Early Learning Center (ELC).
- Sign and turn in all nursery helpers’ timesheets to the church office.
- Supervise planning curriculum and supplying materials for nursery workers to teach lessons for pre-school and nursery aged children.
- Be present at St. Mark for celebrations of Easter, Mother’s Day and Christmas if at all possible.
- Guarantee adherence to Nursery/Childcare Standards: Two adult caregivers present and supervising children at all times:
 - o Room 3/Nursery
 - 18 months and under - 1 caregiver: 2 infants (but always 2 caregivers)
 - 6 infants max with 3 caregivers
 - o Room adjoining Nursery/Room 2
 - 1 caregiver / 6 pre-K children (but always 2 caregivers)
 - 12 children max with 2 caregivers
- Communicate weekly with church office regarding nursery caregiver needs by reviewing monthly church calendars for upcoming events requiring nursery support and prepare appropriate nursery coverage. Attend St. Mark staff meetings as directed.
- Confirm voice mail/email/text messages with follow up within 24 hours.
- Maintain harmonious relationship with the ELC staff for shared classrooms in Children’s

Ministry/Early Learning Center Building.

- Work closely with the Director of Christian Education.
- Communicate budgetary needs to those preparing the Christian Education budget
- Coordinator may be absent one Sunday per month with prior approval from the Director of Christian Education and prearrangements with a substitute. At least one week's notice of anticipated absence is required.
- Absences due to illness (family member or self) must be reported by phone call as soon as possible to the Director of Christian Education. Provide substitute when possible.
- Continue to meet the St Mark Child Protection Policy.
- Complete and stay current in Pediatric/Adult CPR and First Aid.

TIME REQUIREMENT: Up to 20 hours per week. The position will be compensated for additional hours worked only when approved by the Pastor or Director of Christian Education.

WORK ENVIRONMENT: This position works in the St. Mark church nursery with babies and pre-school children.

QUALIFICATIONS:

- Christian possessing sustaining faith in Jesus Christ and demonstrating grace to all.
- Works well with babies and pre-school children.
- Have a High School diploma or equivalent.
- Have and maintain a valid Texas driver's license.
- Be able to speak, hear, understand, read, and write English.
- Have good verbal and written communication skills.
- Meet the St Mark Child Protection Policy.

COMPETENCIES:

- **Teamwork** - Works collaboratively with others with a positive spirit; supports other individual's and ministry team's efforts to succeed; open to others' views; gives and welcomes feedback; helps build morale and commitments to goals; active in life of St. Mark
- **Interpersonal Skills** - Treats others with respect; inspires trust; demonstrates hospitality and tactfulness with members and visitors; manages difficult situations to avoid or resolve conflicts; exhibits compassion, empathy, sensitivity, enthusiasm, and optimism
- **Dependability** - Keeps commitments; completes tasks on time or notifies appropriate person; ensures work responsibilities are covered when absent; is consistently at work and at meetings on time; works ethically, honestly and with integrity
- **Adaptability** - Accepts and adapts to changes in the work environment; responds to direction from leadership; manages competing demands; able to deal with change, delays, or unexpected events; reacts well under pressure; communicates when problems arise
- **Professionalism** - Good quality and quantity of work products; asks for and offers help when needed; displays initiative, creativity and self-motivation; demonstrates discretion and confidentiality; knowledgeable but strives to improve; speaks, writes and listens well; conducts personal life to reflect a positive image

PHYSICAL REQUIREMENTS:

- Be able to perform all physical movements necessary to fulfill the job description.

EVALUATION:

Nursery/Childcare Coordinator will receive an initial evaluation after a 90-day probation period to determine continued employment. The Pastor, in consultation with the Youth/Children’s Christian Education Elder, will conduct an annual review as directed by the Personnel Committee. Adequacy of performance will be judged by quality of work done, efficiency of a self-directed schedule for accomplishing tasks, meeting requirements of this Position Description and ability to respond graciously to requests from church members, ministries and others.

The information provided in this position description has been designed to indicate the general nature and level of work performed by incumbents holding this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of staff assigned to this position. Session has sole discretion to add or modify duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.

PERSONNEL COMMITTEE CHAIR

DATE

I have received and reviewed a copy of this Position Description and agree to abide by its requirements.

SIGNATURE OF NURSERY/CHILDCARE COORDINATOR

DATE