



## POSITION DESCRIPTION

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| <b>POSITION TITLE:</b> | <b>NURSERY/CHILDCARE COORDINATOR</b>   |
| <b>REPORTS TO:</b>     | Pastor, Director of Christian Education/Youth Director (Director) and Youth/Children's Christian Education Elder (Elder) |
| <b>CLASSIFICATION:</b> | Non-Exempt - Non-ministerial Position  |

**UPDATED:** October 2023

### POSITION SUMMARY:

Provides members and visitors of St. Mark a nurturing and secure environment for their children during worship services and special events.

### ESSENTIAL RESPONSIBILITIES:

- Hire and schedule childcare workers to staff according to Standards: Minimum 2 adult caregivers present in each room and supervising children at all times;  
Guidelines to be followed in FLC106:  
Nursery is 18 months and under – maximum of 6 infants with 3 caregivers;  
Childcare is 19 months to pre-K – maximum of 12 children with 2 caregivers.
- Request advertisements for staff openings. Schedule interviews staff and volunteers so interviews are conducted with the Coordinator and the Director.
- Assure new hires and volunteers pass background check, are trained according to current training policy document and have reviewed and signed Nursery Caregiver guidelines.
- Complete the hiring process with submission of required paperwork and train staff on timekeeping process.
- Plans staffing needs and schedules from the monthly church calendar and information from the weekly staff meeting.

### SECONDARY RESPONSIBILITIES:

- Provides the Director with an annual budget for supplies and materials. Works within the final budget approved by session. Staff expense is budgeted by the Personnel Committee.
- Maintains a working relationship with the Early Learning Center (ELC).
- Assures age-appropriate curriculum and learning materials for nursery workers to teach with.
- Maintain a Nursery Childcare Guidelines document which is reviewed annually with the

Director and the Elder.

- Makes certain all working in Nursery/Childcare are current in Pediatric/Adult CPR and First Aid.
- Reviews policies and responsibilities to keep the Nursery/Childcare function in full compliance with St. Mark Child Protection Policy.

#### **SELF-SUPERVISE:**

- Plans and organizes responsibilities to be accomplished in a timely manner.
- Routinely follows up with requests from parents within 24 hours.
- Is resourceful and takes the initiative to resolve work issues.
- Communicates with the broader team to coordinate activities. Notifies appropriate personnel about concerns which may affect job performance.
- Adaptable to schedule changes and introduction of new work processes.
- Responds to requests from congregation, ministries, and vendors within the scope of responsibilities.

#### **KNOWLEDGE, SKILLS, ABILITIES**

- Aware of infection control practices for a nursery environment and for a childcare environment.
- Practiced in teaching others how to properly care for infants and how to appropriately interact with pre-K children.
- Practiced in responding appropriately to the concerns of parents and caregivers.

#### **COMMITMENT:**

- Dependable attendance and punctuality. Endeavors to be present one the occasions which have a heavy attendance by families – Easter, Mother’s Day, and Christmas.
- Advises team of changes to work schedule and planned absences.
- Continues to develop knowledge, skills and abilities to increase effectiveness of job performance and enhance the nursery/childcare experience for all involved.

#### **TIME REQUIREMENT:**

- Up to 20 hours per week.
- Coordinator may be absent one Sunday per month with a scheduled substitute and with the Director’s prior approval and notification to the Pastor
- Additional work hours are compensated when scheduled and approved by the Pastor or Director.

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

#### **REQUIRED EDUCATION AND EXPERIENCE:**

- Minimum 2 years work experience as a leader in a childcare environment.
- Experience complying with state or licensing boards requirements.
- Working knowledge of age-appropriate teaching techniques.
- Working knowledge of illnesses and incidents requiring age-appropriate first aid.

#### **PHYSICAL REQUIREMENTS:**

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

**PERFORMANCE REVIEW:**

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. Changes in pay are a separate consideration and done as part of the annual budget.

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*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.*

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Pastor Signature

DATE

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

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Nursery/Childcare Coordinator Signature

DATE

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Elder Approval