



JOB DESCRIPTION

DEPARTMENT: Faith Formation Office

POSITION TITLE: Nursery Coordinator

REPORTS TO: Newcomer & Volunteer Coordinator

POSITION DETAIL: Part-time, Non-Exempt

POSITION SUMMARY:

The Nursery Coordinator is responsible for coordinating and growing the St. Francis of Assisi Nursery Ministry. Duties include maintaining a safe, clean nursery space as well as recruiting, training and scheduling both paid and volunteer caregivers to staff the nursery.

EXPECTATIONS OF EMPLOYEE:

- Adheres to all policies, safety policies, procedures, and the core values of the Catholic Church
- Acts as a role model within and outside the organization
- Performs duties as defined, assigned, and as workload necessitates
- Maintains a positive, respectful, and highly communicative attitude and approach
- Maintains a demeanor that creates positive team atmosphere
- Consistently reports to work prepared to perform duties of position
- Manages time well and meets organization productivity standards

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Recruit, train, and supervise nursery caregivers including paid and volunteer adults as well as youth volunteers.
- Ensure thorough, correct, and timely caregiver completion of background check applications and VIRTUS training.
- Maintain and secure staffing for regular nursery offerings as well as onetime events. Regular nursery offerings include but are not limited to three weekend Masses and Wednesday Faith Formation Nights.
- Be the point of contact for all childcare event requests.
- Collect information and registrations for children who need care.
- Be responsible for the nursery space including regular organizing, cleaning, and notifying maintenance when there are issues within the space.
- Ensure nursery space is always a safe and secure environment for young children by maintaining appropriate adult/child ratios and adhering to emergency and safety protocols.

QUALIFICATIONS:

- 18 years or older
- VIRTUS training and background screening within 30 days of hire
- First Aid and CPR certification preferred but not required
- Training or experience in early childhood education/care ideal but not required
- Feel comfortable working with young children and supervising teens and adults

WORKING CONDITIONS:

- Must be able to be physically active with children and lift and/or move up to 35 lbs
- Will need to work in the office but may also work in the nursery room
- 5-10 hours a week

LANGUAGE SKILLS:

- Good written and verbal communication skills required
- Ability to read, analyze, and interpret information
- Proficient with technology

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the employer.