



Job Title: Nursery Coordinator

Reports to: Pastor and Staff/Parish Relations Committee

Position Description:

Coordinates nursery volunteers and nursery workers to supervise toddler and infant nursery care during regularly scheduled and special congregational worship services and events as required. This is a part-time contracted position at \$15 an hour based on about 5+ hours a week.

Primary Duties & Accountability:

- Schedule Nursery Staff and Nursery Volunteers for the infant and toddler nurseries.
- Maintain a safe and secure environment for children &/or infants under care in accordance with established safety and security procedures and Safe Sanctuary standards.
- Maintain presence of a minimum of two nursery workers/volunteers in the nurseries.
- Responsible for overall safety of the infant and toddler nurseries by ensuring furniture and toys are age-appropriate. Monitor toys and games brought into the nurseries.
- Control and maintain attendance records for security. Keep records of allergies and special needs for each child.
- Maintain records - have parents sign-in and sign-out their children.
- Plan lessons and crafts and maintain necessary supplies.
- Maintain supply of snacks, juice, sanitary supplies, etc.
- Oversee clean up and sanitization of tables, floor vacuuming and cleaning up of toys or messes after children depart by the Nursery Staff and Volunteers.
- Maintain awareness by the Nursery Staff and Nursery Volunteers regarding groups using the Nursery.

Qualifications and Aptitudes:

1. Must have the passion for Jesus and a love of sharing the gospel to all people, especially children. Having a heart for children to Know God, grow in Christ, and Go in the Spirit is a must.
2. Must have demonstrated ability to work with children and with adults.
3. Must be an independent worker and have good team building skills. Should have excellent written and verbal communication skills.
4. Must have a background check and Safe Sanctuary training. First Aid training is a plus.

To apply, please send a letter of interest, along with resume, to
Cindy Hawkins, Administrative Assistant, Mariner's Bethel UMC , 81 Central Avenue, Ocean View, De 19970
administrator@marinersbethel.org

For more information, contact Ms. Hawkins at the church office at 302-539-9510.