

St. John The Evangelist Episcopal Church
60 Kent Street, St. Paul, MN 55102

Nursery Coordinator – Job Description

Gracious God: By your love you have called us to proclaim with joy the good news of your son: So build us up in the knowledge and love of Him that we may welcome all people into this community of faith, and show forth our service to you in our service to others; through Jesus Christ Our Lord. Amen. (Collect for St. John's)

Key Responsibilities

The nursery coordinator is the administrative and supervisory leader of non-educational childcare for children from birth through 4. They ensure the nursery is a secure, nurturing environment where each child will see, hear, and feel the love of Jesus Christ and parents can feel confident their child will receive the highest quality of care and ministry.

Develop, communicate and enforce nursery policies.

- Become familiar with St. Johns and diocesan policies, particularly those related to Safe Church.

Establish and administer family registration and check in/out procedure.

- Secure necessary information to provide high quality, safe childcare and communication with the family.
- Welcome new families and explain nursery operations.
- Talk with parents or guardians each week about any concerns and joys related to their child.
- Keep confidences as a sacred trust whilst meeting mandated reporting requirements.

Manage nursery personnel

- Train and supervise nursery caregivers.
- Schedule nursery caregivers for every service and special event in which nursery care is needed, ensuring adequate adult to child ratio and Safe Church requirements are met.
- Check and authorize weekly time sheets.
- Keep a current list of nursery caregivers with contact information.
- Be present during nursery hours as much as possible.

Oversee the maintenance, cleanliness, and safety of the nursery area and equipment

- Organize the nursery and ensure its cleanliness and safety.
- Routinely inspect nursery equipment, toys and supplies taking appropriate action to correct any deficiencies.
- Report repair and maintenance needs to the Building Manager.

Manage budget and expenditures for the nursery ministry.

Qualifications

- At least 21 years of age.
- Experience in childcare leadership for children from birth to 5 years of age.
- First Aid and CPR training are preferred.
- Up to date immunizations, this includes COVID-19 immunizations.
- Satisfactory completion of background checks, references, and interview.
- Completion of Episcopal Church in Minnesota Safeguarding God's Children and Safeguarding God's People training.