

Job Title: Nursery Lead

Job Purpose: To provide dependable, safe, secure and nurturing care for children under the age of five, in a clean, appealing and safe environment, while they are present on the premises of St. Timothy's Episcopal Church, in a manner that is consistent with the mission and values of the congregation.

Responsibilities:

- Plan and coordinate Nursery activities for use on Sundays (and possibly other scheduled times) that is developmentally appropriate for children 5 and under, consistent with the values of the congregation.
- Oversee the Nursery Leader as you together hold responsibility for the following:
 - Provide age-appropriate care, including: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, holding, sitting with, and cheerfully interacting with children through games, stories, art, and play.
 - Help to ensure that Nursery is a welcoming and safe environment (physically, emotionally, and spiritually) for all children and parents.
 - Ensure that children are kept on Church property and are engaged in safe, age-appropriate activities at all times.
 - Interact and play with children with age-appropriate games, crafts, and reading.
 - Take appropriate precautions while changing diapers or when in contact with and type of body fluids.
 - In the event of an emergency, call 911 and then notify the parent.
 - Straighten the nursery room and clean any toys before leaving for the day.
- Arrive each Sunday morning on-time and remain until 11:00, or until all children are picked up by a parent or guardian.
- Provide a two-week notice to the church of any planned absences. Whenever reasonably possible, provide a two-hour notice to the church of any unplanned absences.
- In the absence of the Nursery Leader, communicate with Priest to recruit a qualifying volunteer to support your ministry but without requirement for them to complete any duties above.
- Communicate faithfully with the Priest, other staff members, volunteers, and members of the congregation in a manner that is clear, truthful, and kind.
- Recollect always that the primary goal of this work is to represent the love and care of God for children.

Qualifications:

- Experience in a childcare setting and/or education in Early Childhood Development preferred.
- Love and respect for people.
- Ability to connect easily and naturally with children and youth.
- Ability to organize, coordinate, and motivate volunteers.
- Sense of humor and positive attitude.
- Strong team player with the rest of the staff and congregation.
- Committed to the church's vision, leadership, and people.
- Dependable, responsible, self-motivated and creative.
- Completion of "Safe Church" training, provided by the Episcopal Church.
- Satisfactory background check results.

Compensation:

\$ 24.00 per hour

Time of Work:

Every Sunday (9:30 AM – 11:00 AM)

From time to time, occasional services might be requested upon mutual agreement.

To apply:

Send résumé to: nikky@sttims.org, with subject line "Nursery Lead."