

Nursery Coordinator

Powhatan United Methodist Church

Purpose

To provide welcoming, safe, nurturing, clean, and secure care to PUMC's nursery age children. To embody the discipleship process at Powhatan United Methodist Church as it pertains to the littlest members of our church through Christ-like patience, love, play, prayer and educational curriculum.

Qualifications

A nursery worker must have a strong personal faith in Jesus Christ that is continually growing through committed spiritual disciplines (prayer, study, worship, etc.).

- Should exemplify a servant's heart and a teachable spirit
- Demonstrates the ability to create a safe and loving environment for children
- Ability to clearly communicate and demonstrate the Gospel to children
- Ability to establish relationships and follow specific instruction
- Ability to demonstrate maturity and responsibility
- Ability to lift 40 pounds
- Be at least 18 years of age
- Submit to and pass a background check in compliance with Safe Sanctuaries recommendations

Responsibilities

Early childhood is the best time to build a god-centered world view for children. Age appropriate Bible stories and teaching material will be provided to you. Integrate bible truths and themes into all play and activities. Take advantage of all opportunities to make these truths "real" to the children, repeating them over and over, and applying them to everything around them.

- Arrive at 9:30 am to set up play area and gather all supplies for the morning activities.
- Wear your name tag at all times
- Greet children and parents as they arrive with a smile
- Direct parents to sign in and fill out safety name tag sticker and place on child's back
- Confirm all special needs and allergies are listed and communicated
- Accept any belonging or bags
- Adhere to the Nursery schedule during Sunday school hour as well as worship hour, which includes play, lesson, and snack
- Contact the parent of any child who is continually upset for 15 minutes (or sooner if parent requests) that shows no sign of calming down via text
- Cell phones are to ONLY be used to contact parents during nursery time
- Have children wash their hands prior to serving snack
- Have children sing a blessing prior to consuming snack

- Rotate toys and activities to keep children engaged
- Change every diaper and have potty training children “try” at least once prior to pickup
- Match sticker numbers prior to dismissing children
- Communicate effectively any issues, accidents or events to the parents at pick up
- Clean, disinfect, and straighten nursery after the children leave
- Vacuum and remove trash prior to departure
- Ensure all Preschool materials are left the way they are found
- Report any concerns or supply needs to the Director of Family Ministries
- Secure a substitute in the event of an absence and communicate both the absence and the coverage to the Director of Family Ministries prior to the absence