

NURSERY COORDINATOR AND ATTENDANT

Catonsville United Methodist Church

General Functions: This person is responsible for the general care and wellbeing of the children, for the management of the nursery rooms, and the scheduling and supervision of the volunteers.

Reports to: The Lead Pastor, currently Pastor David Jacobson.

Works cooperatively with: The Director of Christian Formation, currently Misty Troll

Hours: Sundays, 8:15 – 11:30

Requirements:

- 18 or older
- Experience with infants, toddlers, and preschoolers
- Safe Sanctuaries Course, including background check (obtain before starting)
- CPR and First Aid training (provide evidence or be willing to obtain within 2 months of starting)

Salary: \$75 weekly

Duties:

- Greet and welcome parents and children upon arrival.
- Give general care to children by supervising, playing, responding to needs, and maintaining a clean, orderly and safe environment.
- Oversee sign-in and check-out procedures.
- Maintain information files and attendance rolls on children.
- Ensure use of name buttons on children.
- Straighten the nursery at the end of activities, including the collection of trash.
- Notify the Director of Christian Formation, Misty Troll, of the need for new supplies or equipment, and other needs or concerns.