

Job Description: Nursery Supervisor

St. Paul's United Methodist Church – 803 Clearview Drive, Williamsburg, IA 52361

Job Title: Nursery Supervisor

Reports To: Lead Pastor and N.O.W. Director

Estimated Hours per Week: Three hours each Sunday A.M, year-round. Three hours each Wednesday P.M., September—April.

Position pays: \$15.00 per hour.

Paychecks issued bi-weekly according to completed timesheets.

Aligned Pillar: Nurture

Summary:

Provide supervision and care of infants, toddlers and preschool-age children during Sunday morning worship services and Wednesday Family Night activities. Sunday morning hours include 8:15 to 11:15 am and/or until all the children are back with their guardian(s).

Wednesday evening hours include 5:00 to 8:00 pm and/or until all the children are back with their guardian(s). Establish a welcoming and safe environment for families to entrust their children to play while parents attend worship and/or study and community activities.

Functions:

Provide supervision of young children during Sunday services and Wednesday programming.

Welcome families and provide a safe environment for play.

Change diapers and assist in toileting, as necessary.

Keep records of children in attendance with contact information in the event of emergency under direction of the N.O.W. Director.

Document and communicate with child's guardian any accidents, injuries, or problematic behavior during nursery time. File incident documentation with N.O.W. Director.

Provide light custodial services (i.e.: clean-up spills and toys as needed, at the end of each work day make sure the nursery is tidy.) Provide feedback to the church office if any items need replaced.

Complete timesheet each week and submit it to church's administrative assistant.

Work with N.O.W. Supervisor to offer play opportunities and share themes that align with the church calendar. These materials would be provided by the N.O.W. Supervisor and could include playable music, art or craft projects, books, and classroom decor.

Knowledge/Skills/Abilities:

Demonstrate patience and communication skills with young children.

Ability to soothe children when separated from a guardian with redirection and play.

Willingness to change children wearing diapers and assist children with toileting.

First Aid/CPR already obtained or willing to get trained.

Experience/Education (Preferred/required):

Must be 18 years old or older

Complete church training required for all volunteers who work with children— required.

Background check—required.

Early childcare education, training, or experience.

Terms of Employment:

St. Paul's has a Safe Sanctuary policy to protect employees, volunteers, and the community. St. Paul's also complies with federal and state laws. This position will operate within the bounds of this policy and governing laws. The Staff-Parish Relations Committee conducts quarterly conversations to assess needs and goals in alignment with church mission. These will be times of mutual discussion and sharing for what is going well and areas of concern. A Committee member is always available throughout the year for questions. Regular communication and coordination with the Lead Pastor, Office Manager and N.O.W. Director expected.

To submit a resume or to inquire about this position, please email
pastor@stpaulsumcwilliamsburg.com or director@stpaulsumcwilliamsburg.com.