First United Methodist Church of Evanston
Nursery Coordinator Job Description

Church Mission Statement
First Church is a welcoming Christian community that offers hospitality, congregational care, and fellowship to all. We embrace individuals and families of all gender identities, sexual orientations, ethnicities, races, and economic backgrounds. We are a community of faith seeking the transformation of the world through Jesus' courageous love.

Children's Ministry Mission
Children's Ministry at First Church strives to honor and embolden children's spiritual formation and self-knowledge as beloved children of God and active participants in God's story by encouraging questions, ideas, service, and experience as a means of engaging faith and nurturing bonds of discipleship.

Nursery Ministry Overview
To provide safe, secure, nurturing, clean and efficient care to our children ages 0-3. Ministry responsibilities include playing with the children or directing their play, reading stories, praying, exhibiting patience and love, communicating with parents and caregivers, and relating the events of the day to the lesson and theme in developmentally appropriate ways.

Job Description
- Oversee the nursery and toddler room on Sunday mornings for infants and children up to age 3.
- Assist the Director of Children's Ministry in recruiting and scheduling weekly volunteer Nursery Assistants.
- Provide age-appropriate care including feeding, changing diapers, maintaining a safe and sanitary environment, holding, sitting with, and putting children down for naps.
- Plan and implement age-appropriate curriculum that supports the Children's Ministry mission and warmly engage with children through games, stories, crafts, and play.
- Welcome and communicate with children, teaching assistant, parents, caregivers, church staff, and volunteers with kindness, promptness, and courtesy.
- Abide by nursery policies and UMC "Safe Sanctuary" guidelines.
- Work collaboratively with volunteers and other staff.
- Promote and support First Church and Children's Ministry activities.
- Help coordinate and facilitate "First Steps to Faith" monthly fellowship group for parents with nursery age children.
- Meet with Children's Council and church staff as requested.
- Be familiar with emergency procedures.

Time Requirements
- 12 hours per month during the church's program year, September through May.
- Work every Sunday, including any holidays falling on Sundays, from 9:00 AM - 12:00 PM.
- Meet with the Director of Children's Ministry on a monthly basis.
- Provide two weeks advance notice for planned absences.

- Report unexpected absences by 7:30 am on Sunday by telephoning the Director of Children's Ministry.
- Attend online "Safe Gatherings" training on prevention and reporting of child abuse.
- Participate in annual evaluation.
- Additional paid hours of nursery supervision during special church events outside of Sunday mornings may be requested at the discretion of the Nursery Coordinator.

Reports to
- Reports to Director of Children's Ministry.
- Additional support from Children's Council, Program Staff, and Clergy.

Requirements
- Experienced in the care of children 0-3 years of age with the ability to adapt and interact with a variety of personalities/characteristics. Bachelors in Early Childhood Education preferred.
- Minimum two years post high school education or equivalent experience.
- 20 years of age or older.
- Willing to submit to background check.
- Must have current American Heart Association or Red Cross CPR training/certification for infants and children or be willing to complete training.
- Willing to complete online "Safe Gatherings" comprehensive abuse prevention training.

Termination Policy
- Dependability is essential. Tardiness and excessive unscheduled absences may result in termination of employment.
- There will be a six-month probationary period where either party may, with a two-week notice, terminate employment without cause.
- Immediate termination will occur in cases such as intentional verbal, physical, or emotional abuse or neglect of any child, parent or church member or other items listed in church and nursery policy manuals.

Support provided to nursery workers.
To create a cooperative working environment, we will:
- Immediately seek to discuss and rectify any problems that may arise.
- Allow nursery workers to take grievances to the Director of Children's Ministry, Children's Council, Senior or Executive Pastor.
- Welcome and encourage suggestions of how to improve our nursery environment and care.
- Compensate equitably.
- Conduct annual job appraisals.
- Fund any required training.
- Provide an appropriately furnished nursery. Including rocking chairs, table, chairs, cribs, changing area, toys and supplies.
- Provide snacks for children.

Compensation
- The rate of compensation is $18/hour. This will be paid monthly at the end of each month. Limited expenses for program costs will be reimbursed following approval of the Director of Children's Ministry.

- Applicants should submit a cover letter, resume, and 2 professional/academic references via email to colin@faithatfirst.com with “Application — Nursery Coordinator” indicated in the subject line. Any questions may be directed to the Director of Children’s Ministry at colin@faithatfirst.com.