

COURT STREET UNITED METHODIST CHURCH
215 North Court Street
Rockford, IL 61103

Position: ASSISTANT NURSERY SUPERVISOR

Responsible to: Nursery Supervisor & Director of Christian Education

Coordinates with: Nursery Supervisor, Director of Christian Education, all other Church staff as appropriate

Basic Function: Under the direction of the Nursery Supervisor, the Assistant Nursery Supervisor is responsible for providing infant, toddler and child care during worship services. Assistant Nursery Supervisor may be called upon to care for children at other church activities.

Principle Duties:

- Provide infant, toddler, and child care on Sunday mornings during worship services, allowing a second staff to be present to best meet the needs of the children.
- Coordinate with the Nursery Supervisor to be available as requested for infant, toddler and child care to allow parents to participate in church functions.
- Recognizing that it is important for all members to participate in worship, coordinate with the Nursery Supervisor to periodically arrange for volunteers to manage the Nursery, allowing the Assistant Nursery Supervisor to participate in Worship. The frequency of having volunteers in the Nursery shall be coordinated with the Nursery Supervisor, Director of Christian Education and, if necessary, the Pastor.
- While in the Nursery, assist the Nursery Supervisor with the following:
 - Manage diapers, bathroom breaks, snacks, water and juice
 - Insure washing hands and hand sanitizer is performed regularly
 - Discipline is 1-2-3 MAGIC and time-outs – no physical punishment or threats of physical punishment
 - Discuss any unusual or recurring discipline or toileting problems with parents
 - Toys to be cleaned and sanitized monthly, or more frequently, as needed
 - Update toys and check recall list regularly
 - Ensure that the toys and supplies are picked up and nursery tidy, after care is provided.
- Brings ALL safety issues to the immediate attention of Nursery Supervisor, Director of Christian Education, Church Administrator, Pastor or Ushers.
- Participates in the study of Safe Sanctuaries and upholds this policy
- Performs other duties as requested.

Position Qualification

- High School graduate or equivalent strongly recommended
- Have an abundance of patience and good listening skills
- Be law abiding, mature and responsible
- Have a basic understanding of child development
- Cooperate in background check

Personal Qualities:

- Physically able to perform the duties
- Excellent work ethic
- Maintains strict confidentiality concerning activities of the church
- Possess the ability to organize and prioritize work
- Possess a sense of mission and purpose in fulfilling this position
- Good interpersonal relationship skills
- Is enthusiastic, friendly, and possesses a sense of humor
- Accepts the United Methodist Church position of “Open Doors, Open Hearts, Open Minds”
- Is respectful to all persons
- Has the ability to remain calm under stressful situations
- Works cooperatively in a team ministry with the entire staff

Signed: _____ Date _____
Staff Parish Chairman

Signed: _____ Date _____
Director of Christian Education

Signed: _____ Date _____
Senior Pastor

I accept the position of Assistant Nursery Supervisor at the hourly rate of \$9.00.

Signed: _____ Date _____
Employee for this position