**Nursery /Childcare Coordinator – JOB DESCRIPTION**

**Bethel’s Vision for Mission and Ministry:** Bethel Lutheran is a Church where we CONNECT with others, GROW in our faith, and SERVE as Jesus directs us.

**Supervised By:** Children’s Ministry Director

**Position Summary:** Work closely with the Children’s Ministry Director to ensure there is adequate and appropriate supervision of the church nursery during service times and other events.

**Principal Responsibilities:**

1. Arrange Nursery/Child Care helpers for the Sunday Nursery and Special Events.
2. Instruct, teach and be a role model to all Nursery Helpers and Volunteers.
3. Arrange for volunteer substitutes as needed. Notifies Children’s Ministry Director of absences.
4. Work with volunteer helpers to understand and follow nursery policies and reinforces their contribution with appropriate appreciation.
5. Make sure everyone understands and knows the following guidelines.
	* Offer and provide for the emotional, physical, and social needs of young children when they are in the church nursery.
	* Interact with the children and encourage their involvement in activities.
	* Help maintain a warm, safe environment that is orderly, clean, and appealing.
	* Establish and maintain good communication with parents—sensitive and responsive to their concerns.
	* Understand and follow nursery policies.
	* Ensure that children under care are released only to their authorized parent or guardian.
	* Available to remain on-site in the church nursery from 30 minutes prior to the start of worship service or special events until all children leave with parents or approved caregivers.
	* Capable of restoring nursery space and returning play items to their respective locations at the end of session.

**Job Requirements:**

1. Evidence of experience in childcare or early childhood development.
2. Able to schedule volunteers.
3. Able to make calls/ emails to ensure volunteers.
4. Must be 18 years of age or older, and a high school graduate.
5. Must have a background check. (Done by Bethel).

**Qualifications:**

1. Recognized as a nurturing, caring, patient caregiver who enjoys working with young children.
2. Demonstrates outgoing personality and ability to relate to persons of all ages.
3. Comfortable and effective in the role of supervisor when working with Volunteer and Support Team members.
4. Certification in Infant/Child First Aid and CPR required (be willing to get certification).
5. Must read and sign our Youth Protection Policy).