

Nursery Coordinator

Purpose

Provide a safe and nurturing environment for the young children of Cooks Creek and their parents.

Responsibilities

The following responsibilities will be executed by the Nursery Coordinator.

1. Ensure that nursery and toddler care are provided each Sunday during Sunday School, Worship, Choir practice and any special services or meetings.
2. Provide or arrange for Nursery care for special services and events, as necessary. Examples include special worship services, VBS and weekday classes.
3. With the help of the CE committee, will obtain an adequate number of volunteers to cover the schedule. Nursery care scheduling will be provided to volunteers and Administrative Assistant in a timely manner.
4. Ensure that CCPC nursery guidelines are always a priority and review these guidelines with new parents and volunteers as necessary.
5. Secure updated contact information, including revisiting and creating new labels for both children and their personal belongings.
6. Provide supplies as needed (check list and purchase/request). Any receipts for purchases should be kept and presented to the Christian Education Committee for reimbursement. If a cash advance is needed, please contact a team member.
7. Report any safety concerns to Christian Education Committee.
8. Manage registration and check-in/out processes. Keep an accurate record of attendance.
9. Ensure the nursery laundry has been cleaned.
10. Ensure that exterior door located near nursery is locked if the playground has been utilized.
11. Two hours per month are provided to allow the Nursery Coordinator to carry out tasks outside of Sunday morning hours. Such tasks might include research for scheduling, discovering new and creative ideas, gathering supplies, communications.

Accountability

The Nursery Coordinator is ultimately accountable to the Session of Cooks Creek as the governing body of the congregation through the Pastor who serves as the head of the staff and direct supervisor.

Relationships

The Nursery Coordinator will work closely with those who volunteer in the nursery to provide for the nurture and safety of the children receiving care in the nursery. The Nursery Coordinator is supported by the Christian Education Team, a team of the Session, to carry out the nursery duties.

Job issues or personnel matters should be taken to the Pastor. If it is a matter that cannot be taken to the Pastor it should be reported to the Administration Team. Additional detail and other personnel matters are addressed in the Cooks Creek Operations Manual.

The Nursery Coordinator is the programmatic supervisor for the Nursery Assistant(s) and should build and maintain a healthy, appropriate, and collegial relationship with the Nursery Assistant(s).

The Nursery Coordinator should maintain healthy, appropriate, and positive relationships with all staff, members, worshippers, and visitors at Cooks Creek, and should be a positive, Christ-honoring representative of the church to the community.

Absences

The Nursery Coordinator will arrange for their own substitutes and communicate absences and substitutes with the Pastor and Christian Education Team.

Performance Review

The Pastor or Administration Team shall conduct a performance review for this position at least annually which will include a review of job performance and a review of the position description.

Compensation

All forms of compensation, including salary and benefits, are reviewed by the Session at least annually. The compensation for this position is detailed in the employment agreement for this position.

Additional Policies

The policies and procedures of the church are contained in the Cooks Creek Operating Manual. All staff shall be given a printed copy of the Manual upon hire and shall always have access to an electronic version. All staff will be informed when the Manual is revised.

Expectations

All staff are expected to conduct themselves professionally and in a Christ-honoring manner at all times while representing the church. This includes being able to work with and communicate compassionately and effectively with all the people of the church and community. All staff should expect to work in a caring, supportive environment where they can display their gifts and talents while growing personally and professionally. Any staff person, congregant, or community member who speaks or acts in such a way as to create a hostile or unsupportive environment should be reported immediately to the Pastor or Administration Team.