

**Olmsted Community Church is a warm and welcoming community
of faith in covenant with the United Church of Christ.**

JOB TITLE: Church Nursery Coordinator

JOB SUMMARY: Provide care for our congregation's young children during our weekly worship on Sundays giving parents an opportunity to enjoy the service

RESPONSIBILITIES & DUTIES:

- Supervise and engage children, birth through Pre-K, who are brought to the nursery during regular services. This is a two hour per week commitment.
- We utilize a pager system to contact parents during service. Coordinator is responsible for logging pagers out and collecting again at the end of the service
- Return toys to the appropriate spots and keep toys clean and sanitized
- Assist with the elementary program if there are no young ones in the nursery
- Provide nursery services at other times throughout the year on pre-arranged, mutually agreeable dates
- The Nursery Coordinator will report to the Director of Faith Formation

QUALIFICATIONS & SKILLS:

- Knowledge of child development & minimum of 3 years' experience caring for children
- Successful completion of background check (paid for by Faith Formation Planning Group)
- Infant/children CPR and first aid training and certification
- Be able to lift maximum of thirty-five pounds
- Desired qualification: Educational certification in childcare or child development

HOURLY RATE:

- \$15 per hour