

Herndon United Methodist Church
701 Bennett Street, Herndon, VA, 20170-3105

Nursery Coordinator

Job Description:

The Nursery Coordinator works in the church Nursery, and holds some administrative responsibility related to Nursery childcare. This staff member reports to the Director of Children's Ministries.

General Qualifications:

All childcare staff members shall:

- Be of good character and be dedicated to the glory of God.
- Be physically, mentally, and emotionally healthy.
- Have a basic understanding of children and their needs, and adaptive to a variety of situations.
- Be willing to grow in their knowledge of children through periodic education and training opportunities (paid for by Herndon UMC).
- Have a yearly Tuberculin test (paid for by Herndon UMC), and test negative for Tuberculosis. Consent to an authorized background check (necessary for all who work with children and youth at Herndon UMC, and performed on a two-year cycle, paid for by Herndon UMC).
- Show proof of COVID-19 vaccination.
- Sign an acknowledgement of the Staff Covenant after receiving the Herndon United Methodist Personnel Handbook.
- Be willing to work with the Director of Children's Ministries, other Nursery staff, and Herndon United Methodist Church Preschool personnel as a team.
- Agree to implement specific health measures as required.

Herndon United Methodist Church hires without regard to race, national origin, or sexual identity and orientation.

Educational Qualifications:

All childcare staff members shall have completed the equivalent of a high school diploma, and must be certified in Infant/Child CPR and First Aid.

Duties:

- Arrive for each Nursery shift before all other Nursery staff to unlock the facilities.
- Oversee the cleaning and lockup of the facilities following each Nursery shift.
- Insure that appropriate registration, as well as sign-in/sign-out procedures are complete and up-to-date for each child.
- After a probationary period, coordinate all Nursery scheduling.
- Provide physical, mental, and emotional support and stimulation to each child in your care as appropriate for the circumstance.
- Provide appropriate guidance to each child in your care.
- Develop a relationship or trust and continuity with the children in your care, which will enhance each child's development or a positive self-image.
- Develop a friendly, loving, and professional relationship with the child's adults or guardians.
- Provide support and assistance to the child's adults or guardians.
- Uphold the rule that no child over the age of three may be left in the Nursery whilst it is open.

Performance Expectations:

- Punctuality. Inform the Director of Children's Ministries if you will be late.

- Reliability in attendance and availability. Notify the Director of Children's Ministries one week in advance if you will be absent (except in cases of medical or family emergency).
- Attend periodic training and education events, paid for by the church.
- Maintain a polite, respectful, and friendly relationship with children and families.
- Do not engage in physical or mental punishment of any kind with any child.
- Abide by, apply, and uphold all Herndon United Methodist Church Child Protection Policies.