

Nursery Coordinator
Job Description
UU Fellowship of La Crosse
Updated May 2019

Mission: Provide the best childcare any parent or child could want in a loving, attentive, nurturing and safe environment.

As coordinator, ensure the following:

1. Recruit, hire, train, and supervise paid help and/or volunteers to serve in the nursery. Support the mission of UU Fellowship of La Crosse.
2. Organize the nursery and ensure its cleanliness and safety. Instruct workers on how to sanitize items.
3. Develop, post, and enforce nursery policies. Enforce all UU Fellowship policies and procedures relating to nursery safety.
4. Routinely inspect nursery equipment, toys, and supplies. Report repair and maintenance needs to appropriate personnel. Restock supplies when needed; notify office of needs.
5. Maintain a sign-in table each Sunday to welcome families.
6. Obtain and keep a library of picture books and music/songs.
7. Keep a current list of nursery caregivers with names, addresses, phone numbers, and e-mail addresses.
8. Develop and maintain a procedure for scheduling nursery caregivers for Sunday services. Schedule nursery caregivers for special services, church-wide events, meetings, and for choir practices in which nursery care is needed.
9. Implement a system via phone calls, e-mails, and/or texts for regularly reminding caregivers of their scheduled time to work in the nursery.
10. Evaluate nursery staff

This position is classified as part time, as needed, less than 15 hours/month

SKILLS

Strong organizational and people skills.

Ability to dance and sing – and sprint down the hallway

Sense of humor

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