

Position Description

Nursery Director

St. Brendan's Episcopal Church

Franklin Park, Pa.

Description: St. Brendan's employs a part-time nursery director who is present in the nursery during the 10 a.m. Sunday service to supervise and safeguard the children of adult worshipers and who recruits volunteers to ensure two-person coverage during formal nursery hours. The Director displays enthusiasm for the ministry, cheerfulness in dealing with children and skill in working with other adults in the nursery.

Qualifications: The Director is a person who has knowledge of and/or experience with early child development and is accustomed to the behavior of infants and toddlers. She or he has completed all background checks required by the government and all training required by the Episcopal Church for working with children (presently "Safe Church, Safe Community"). The Director is trained in infant/child CPR and first aid.

Hours: The Director is expected to work each Sunday, year-round, on which St. Brendan's holds a 10 a.m. service. He or she should arrive at the nursery no later than 9:45 a.m. and remain in the nursery until every child is picked up by a family member, which could be around 11:30 a.m. If no children are brought into the nursery by 10:15, the Director may leave. Occasional Sundays off can be pre-arranged if the Director can arrange for two-person adult coverage from volunteers.

Compensation: The Director will be paid \$40 per Sunday, regardless of whether children attend the nursery. Payments will be made to the Director at the same intervals that other St. Brendan's staff are paid. No withholding is made for taxes, but a Form 1099 will be provided when required by law.

Responsibilities: The Director is responsible for the following:

1. Ensuring a high-quality and safe environment for St. Brendan's infants and toddlers. This includes being a friendly presence among the children in the nursery and trying to engage them in toys, books and other materials available in the room.
2. Recruiting a sufficient number of adult volunteers with whom the Director will be paired, on a rotating basis, to provide two-person coverage. This recruitment may be done through announcements in the Navigator and bulletin, appeals to the congregation during services, personal approaches to prospective volunteers and other means. If necessary, the Senior Warden and the Priest-in-charge can assist the Director.
3. Interacting and communicating with parents in a friendly and confident manner to assure them that their children will be well tended and supervised. The Director may also need to leave the nursery briefly to retrieve a parent in the sanctuary due to a difficult situation with a child.

4. Maintaining a clean, attractive and inviting nursery. This means tidying up after each Sunday's use, keeping the room neat and well-organized, making sure the bathroom and counters are clean, and, at least twice a year, disinfecting the toys and other materials handled by children.
5. Knowing the evacuation and other procedures recommended by St. Brendan's security leaders to ensure the safety of our children in the event of an emergency.
6. Informing the Priest-in-charge, Vestry and/or Parish Administrator of needs or conditions in the nursery that require special attention.
7. Providing a report on nursery operations for the Annual Parish Report and additional reports when appropriate or requested by the Priest-in-charge or Vestry.
8. Avoiding the use of a cell phone or other electronic device for personal reasons while supervising one or more children.

Supervision: The Director reports to the Priest-in-charge, but should also have contact with the Senior Warden and the Parish Administrator. She or he may also be asked to meet with the Vestry in person.