



Come Grow with Us! We are hiring a Nursery Coordinator for our church!

The Nursery Coordinator provides for the physical, emotional, and social needs of young children during the time they are in the church nursery. The Nursery Coordinator is present in the nursery on a weekly basis providing child care with volunteers in caring for children (primarily ages newborn to 4 years). The Nursery Coordinator is a member of the Children's Christian Education committee and reports to the Pastor.

The duties and responsibilities include:

- Provide child care for weekly Sunday Services as well as for occasional special services, church-wide events, meetings, and choir practices in which nursery care is needed.
- Recruit, train, schedule, and supervise nursery volunteers.
- Prepare and maintain a warm, safe environment that is orderly, clean, and welcoming.
- Care for the children and build relationships with their families.
- Interact with the children and encourage their involvement in activities.
- Integrate resources for age-appropriate faith development while caring for the children.
- Read, understand and follow nursery policies, church policies and safe sanctuary policies.
- Be on site in the nursery for the entire scheduled time
- Arrive at least 30 minutes before the start of the first service and remain on duty until children are picked up after the second service - Sundays 7:30 am to 12:30 pm.

- Clean and sanitize the nursery at the end of each session and as necessary

Skills and Requirements:

- At least 18 years of age
- First Aid, AED and CPR training (preferred or completed within 3 months after hire)
- Relate well to children and parents
- Mature, patient and friendly
- Successfully pass a background check
- Previous experience in childcare, teaching, or related field
- Commitment to Christian faith and life

- Ability to work well with others

Wage: \$12.50 per hour – Sundays 7:30 am to 12:30 pm

To apply, please send your resume by email to fumcwaoffice@fumcwa.org or to First United Methodist Church, 7520 W. Lapham St. West Allis, WI 53214