



Doylestown Presbyterian Church

Nursery Coordinator

Job Summary

The Nursery Coordinator will staff and oversee the nursery and offer care to the youngest members of DPC (birth to four years of age). They will actively work to recruit volunteers. They will maintain a caring, welcoming, safe nursery environment. Work with the other Nursery Coordinator to ensure all worship services have appropriate childcare coverage.

Position Information

Part-time

Reports To

Associate Pastor for Youth and their Families (APYF)

Responsibilities

- Being present in the nursery during Sunday worship services (including holidays) and the Church School hour, typically 8:15a.m.-12:15 p.m. during the program year. Typical summer hours are 9:15a.m.-10:45 a.m. (the schedule for coverage is determined between the two Nursery Coordinators in consultation with the APYF)
- Being present in the nursery during evening services including Christmas Eve (Typically 5 and 6:30), Ash Wednesday, Maundy Thursday, and Good Friday.
- Recruit and schedule a sufficient number of volunteers (as determined by the Community Protection Policy) to provide nursery care for all worship services and the Church School Hour. Maintain compliance with the Community Protection Program.
- Training volunteers and maintaining open lines of communication with them as necessary to ensure the smooth running of the nursery.
- Organizing and maintaining the nursery space and supplies
- Maintaining a high quality standard of care

Qualifications

- Successfully complete all required background checks.
- Relate well with children, volunteers, and parents at drop-off and pick-up.
- Knowledge of infant and toddler care
- Able to plan and prepare an effective volunteer schedule
- Have sufficient computer skills to use the electronic check-in system

Compensation

This is a paid position with additional compensation for evening and holiday services.