

The Church of St. Joseph, Rosemount, Minnesota

Positions Description

Position title: Nursery Coordinator

Date: December 20, 2017

FLSA: Non-Exempt - Hourly

Reports to: Sunday School Coordinator

Receives work direction from: Pastor, Parish Director, Director of Lifelong Faith Formation

Direct Reports: None

Provides work direction to: Volunteers

Resource person to: Parents

Schedule/ benefits: 3-4 hours per week during the school year, with no benefits

Position Purpose: Under the general supervision of the Sunday School Coordinator strives to achieve the goals of Catholic education; coordinate all aspects to provide nursery services for any 1 to 3 year old children during the 8:30 am and 10:30 am Sunday mass services. This includes recruiting, training and organizing this program.

General Responsibilities:

*Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is required that this employee be an active, participating Roman Catholic

Representative Responsibilities:

- *1. Be present where needed, ready to work as needed to meet responsibilities. Includes recognizing when situations require more effort, requesting additional hours when needed to complete those responsibilities. Providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
 - a. Assist recruitment, as directed by supervisor, and schedule volunteers
 - b. Create a loving and safe environment for the children being cared for in the church nursery, including adequate adult-child ratios when providing childcare
 - c. Create and communicate the nursery's policies to volunteers and parents
 - d. Encourage First Aid and safety training for all staff and volunteers
 - e. Ensure EIM (Ethics & Integrity in Ministry) compliance of all volunteers
 - f. Maintain a sign-in sheet for parents of children who are left at nursery
 - g. Create a standard procedure of cleaning of nursery, its toys and other equipment.

- h. Maintain the nursery and nursery supplies
 - i. Develop and maintain nursery budget - prepare and submit annual budgets
 - j. Determine if parent must return to the nursery
- *2. Create a productive, harmonious environment, promoting good morale, affective communications and an engaging and uplifting feeling.
- *3. Work to achieve the goals of a Catholic nursery including:
- Showing evidence of the Catholic philosophy of education,
 - Promoting Gospel values and Catholic moral teachings,
 - Upholding the doctrinal teachings of the Catholic Church,
 - Exemplifying Catholic living both in and out of the classroom.
- *4. Establishes positive parish community relationships
- Works collaboratively in partnership with preschool director, principal, worship director
 - Maintains professionalism and is a role model of Catholic faith
- *5. Effective Team Member
- Demonstrates reliability – Follows through on assignments, consistently completing their set of accountabilities in a timely and collaborative manner.
 - Communicates constructively – Expresses their thoughts and ideas clearly, directly, honestly and with respect for others and for the work of the team
 - Listens actively – Absorbs, understands and considers ideas and points of view from other people without debating and arguing every point
 - Functions as an active participant – Fully engaged in the work of the team and does not sit passively on the sidelines.
 - Share openly and willingly – Takes the initiative to keep other team members informed to help get the job done and prevent surprises.
 - Cooperates and pitches in to help – Responds to requests for assistance. Works with others to accomplish any task
 - Exhibits flexibility – Rolls with the punches and can consider different points of views and compromise when needed.
 - Works as a problem-solver – Willing to deal with all kinds of problems in a solutions-oriented manner. A problem-solver, not problem-dweller, problem-blamer, or problem-avoider.
 - Treats other in a respectful and supportive manner – Treats fellow team members with respect and understanding to help get the job done.
 - Shows commitment to the team – Understands the value of team collaboration and is committed to the success of others.

Other responsibilities: Includes other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by a person assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required by the position. More detailed listings of duties and tasks may be outlined in supplemental documents such as the code of conduct, employee handbook, and similar documents.

Responsibilities identified with “*” are essential functions of the position.

Employee: I have reviewed this job description and agree it is an accurate representation of the responsibilities of my position. I understand that as the organization’s needs change, my position description will change.

Signature

Date

Supervisor: I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Signature

Date

Qualifications

- a) Active, participating Catholic
- b) Demonstrated ability to understand, evaluate and make decisions that will enhance the nursery program
- c) Demonstrated ability and willingness to follow and enforce all required safety procedures
- d) Demonstrated appropriate communication/interpersonal skills that create effective working relationships with staff, parents and parishioners
- e) Satisfy requirements specified by the Minnesota Department of Health and Human Services (Rule 3) for a nursery
- f) CPR and First Aid certified within 90 days of hire
- g) Childcare experience with children under 3 years of age, 2 years experience
- h) Satisfy Essential 3 requirements of Archdiocese of St. Paul and Minneapolis (complete background check, complete Virtus training and satisfy Code of Conduct)
- i) Active parishioner preferred

Mental Demands

- a) Effectively utilize the English language orally and in writing
- b) Provide clear and accurate direction
- c) Projects a positive attitude with all requests and especially when there is a high stress situation
- d) Exhibit promptness and dependability
- e) Live a personal lifestyle with Christian values
- f) Recognize and ensure confidentiality in all areas
- g) Exhibit patience, understanding and calmness in chaotic situations
- h) Effectively multi-task
- i) Maintain and improve work-related knowledge

Physical Demands

- a) Work all required hours, more as needed
- b) Periodically adjust schedule or extend hours as required
- c) Walk, stand, sit kneel or bend as needed
- d) Lift up to 30 pounds using proper lifting techniques
- e) Go up and down stairs
- f) Climb up and down a three step ladder to obtain supplies
- g) Be aware what is going around you and respond appropriately