

First Religious Society of Homer
Homer Congregational United Church of Christ
Homer, NY

Nursery Supervisor Job Description

Purpose:

To supervise and oversee the children, under the age of 10, in the nursery facility during the Sunday morning church service and Faith Formation time.

Accountability:

The Nursery supervisor is accountable to the Pastor in consultation with the Faith Formation Committee and Board of Deacons.

Requirements:

- Proven experience with children
- 18 years of age or older
- Must be comfortable communicating with and working with others - parents, staff, and volunteers.
- Can pass a background check
- Willing to complete our Church specific Reduce the Risk Training
- Currently valid or willingness to complete NYS Mandated Reported Training

Primary Responsibilities:

- Provide a safe environment for the young children in the Nursery.
- Communicate with families on the activities in the Nursery.
- Appropriately respond to and manage children's behaviors.
- Lead age appropriate games, crafts, and activities.
- Track attendance and manage parent sign in/out of children in the nursery.
- Work with parents and other church volunteers.
- Attend monthly Faith Formation Committee meetings when requested.
- Maintain a weekly hours-worked time sheet and submit it to the office administrator every other week

Terms and Conditions:

This is a non-exempt, part-time position. Hours are 9am-12pm on Sunday mornings September – June. Nursery Supervisor may be absent up to 6 Sundays a year if volunteers are in place and fully trained to cover the job. Compensation will be \$20 per hour.