

Nursery Coordinator, Position Opening

Two hours per week (more occasionally, when agreed upon)

Deadline for Submission: August 31, 2019

Grace Episcopal Church, a vibrant faith community on Bainbridge Island is seeking a Nursery Coordinator to work Sundays from 9:15 to 11:15 to provide a nurturing and safe environment for children under the age of four during worship services. The Nursery Coordinator will report to the Faith Formation Minister.

Applicant must have understanding of early childhood development and experience caring for pre-school children and infants. Please email a letter or cover letter and resume:

office@gracehere.org to the attention of the Human Resources Trustee.

Responsibilities:

- Plan and facilitate a loving environment for children under the age of four during worship
- Provide direct caregiving for infants and pre-school age children in nursery, while overseeing and supporting the work of volunteers and other caregivers
- Schedule volunteers and nursery caregivers
- Ensure all safety procedures are followed
- Arrive early to set-up for 9:30 service
- Help caregivers clean and organize materials after children are picked up
- Take careful attendance of children in your care
- Work with the Faith Formation Minister to ensure safe and nurturing care for Grace's children

Desired qualities and qualifications

- Previous successful caregiving experience with children
- Ability to interact in a nurturing manner with children
- Understanding of infant and early childhood development, including understanding of attachment and separation issues
- Ability to show initiative and be self-directed
- Strong communication and organizational skills
- Ability to interact well with parents and work well with volunteers and staff
- Willing and able to work a majority of Sundays