

The Episcopal Church of the Epiphany

Job Description - Nursery Coordinator

The Episcopal Church of the Epiphany is seeking an experienced educator called to the ministry of infant and pre-school children and their families. The Nursery Coordinator will be a part of the ministry team that seeks to support Epiphany families and children in their faith formation. To apply, please send resume and references to Sarah Jo Skinner, Director of Children's Christian Education at sarahjo@epiphany-richardson.org.

Qualifications

- Love of small children.
- Background in child development/child care, degree preferable.
- At least 18 years old with own transportation.
- Current CPR/First Aid training (will provide if needed).
- Strong organizational and communication skills and ability to multi-task.
- Experience managing and working in an effective team environment a plus.

Responsibilities

- Ensure safety and well-being of children from infancy to three years of age while parents attend worship and other church activities.
- Model loving, compassionate behavior while introducing children to faith through age appropriate materials and activities.
- Train and maintain nursery team to provide loving environment for children in keeping with the Christian faith.
- Manage and organizing staffing calendar to ensure coverage for all nursery appropriate events.
- Act as liaison with parish for childcare need requests and scheduling.
- Participate in the hiring and interview process of new nursery staff members, including youth nursery helpers.
- Evaluate and uphold nursery staff and procedures to comply with the policies of the Episcopal Diocese of Dallas regarding safeguarding. This includes safe play, sanitation, hygiene, discipline, and appropriate adult training and interaction with children.
- Attend staff meetings Wednesday mornings as needed.
- Standard hours include:
 - Sunday mornings 8:30am-12:30pm
 - Wednesday mornings 9am-2pm
 - Wednesday evenings (School Year Only) 5:30pm-8:30pm
- Special events that require nursery that Nursery Coordinator will need to staff also include:
 - Special events seasonally – Thanksgiving Eve Service, Parish Day-Retreats, Special Choir Performances and rehearsals, Christmas, Easter, Ascension, VBS, etc.

Compensation

- Salaried part-time \$12,480 based on an average 12-hour week. (Exact hours vary slightly with seasonal changes, but salary remains consistent over the year.)
- Nursery Coordinator may bring their children with them to nursery. This privilege may be modified at the discretion of the Director of Children's Christian Education or Priest-in-Charge.
- Two weeks off per year, including Sundays. Other requests for time off will be considered.