

Lodi United Methodist Church
Nursery Supervisor
July 2023

General Responsibility: The Nursery Supervisor works under the direct supervision of the Christian Education Director and the Staff/Parish Committee.

Reports To: Christian Education Director

Specific Responsibilities:

1. Care for and recruit and train volunteers to care for infants/toddlers in the assigned nursery room during all regular and special worship services.
2. Assist in coordinating childcare during other church related activities as needed.
3. Assist in recruiting childcare providers for Wednesday evenings (as needed/seasonal).
4. Purchase supplies (diapers, wipes, and snacks) for nursery.
5. Maintain the nursery environment to ensure that it is safe and sanitary. Sanitize infant toys. Clean, evaluate and purchase new/slightly used toys for play.
6. Plan suitable activities to create a nurturing Christian environment in the nursery.
7. A special effort should be made to welcome new friends/visitors and notify the Christian Education Director.
8. Ensure that children remain in the nursery until called for by the person who brought them.
9. Maintain sign in and departure sheet for children attending nursery.

Qualifications: The Nursery Supervisor must be 19 years of age or older. Previous childcare experience and a minimum of two recent references are preferred. Applicants should be able to demonstrate an ability to plan and prepare age level activities for children. Good communication skills and a love of children are essential. CPR training or a willingness to gain certification are also necessary within six months of hiring. Criminal Background check will be required.

Hours: Sunday mornings from 7:45-11:15AM. Special worship service and events as scheduled.