



The First Unitarian-Universalist Church of Nashville External Job Description

Job title	Childcare Coordinator
Reports to	RE and Worship Arts Tech Coordinator/ Office Manager
Employee status	Part time; average 8-10 hours per week
Pay Rate	\$20/Hr
Benefits	None

Job purpose

The First Unitarian Universalist Church of Nashville, a liberal religious community, is committed to offering 'top notch' ministry to children and youth. We are seeking a Nursery / Childcare Coordinator for an 8-10 hour a week position.

This role supervises and coordinates the care of infants and toddlers, and elementary aged youth on occasion, during worships and other events requiring childcare. The primary responsibilities include managing, training, scheduling and equipping nursery workers to ensure that the young children of the church are well cared for in a loving and safe environment.

Duties and responsibilities

Primary duties include:

- Manages a team of 3-4 part time staff to implement care and teaching for children 6 months to 5 years old, as needed, during worship and activities of the church.
- Schedules Childcare workers for Sunday mornings, special worships, classes and other events. Age ranges for childcare during special events can range between 6 months and 10 years old.
- Supervises and manages the nursery during operational hours and establishes good rapport with families.
- Ensures staff and volunteers are interacting appropriately with the children.
- Provides a schedule of creative activities for Childcare Workers that may include stories, art project, songs and dances, etc.
- Ensures that each parent and child is greeted as they arrive, welcoming them warmly.
- Facilitates sign in/out protocols and procedures to ensure safety of all children receiving care.
- Ensures all church and nursery policies and procedures are communicated clearly and followed.
- Creates signs, sign in sheets, and communications with parents etc. that are crisp, well edited, and professional in appearance.
- Ensures the Nursery is kept clean and well stocked.
- Performs regular and recurring safety checks to make sure equipment is operational and furniture is safe.
- Orders Nursery supplies as needed.
- Responds to childcare requests in a timely fashion and ensures coverage for special events.
- Performs administrative duties such as tracking and reporting attendance, approving payroll, etc.

- Manages on-going training for all Childcare workers pertaining to child safety, employee policies, and nursery policies.
- Ensures adherence to the Honoring the Children Policies and procedures.

Qualifications

- Experience working and caring for young children in a childcare environment is required with knowledge of childhood development for infants through elementary age.
- Possess a bachelor's degree- child development degree preferred.
- Respect for the FUUN mission, purposes, and principles.
- Communication and interpersonal skills, able to motivate and manage staff.
- Strong organizational skills.
- Accessible; quickly and easily reached by phone, text, or email.
- Able to lift 30 pounds.
- Trained in CPR and First Aid.

Special Notation

Please note that this position requires verification of full COVID vaccination status.

To apply email a cover letter and resume to office@firstuunash.org

First Unitarian Universalist Church of Nashville
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Website: www.firstUUnash.org

No phone calls please