

Minneapolis Friends Meeting

Nursery Supervisor Job Description

Nature of Work

Cares for and oversees activities of children of the Meeting, 0-5 years old, and possibly older siblings at times. Works as primary caregiver during Sunday morning services and programs. As per Meeting policy, at least one adult volunteer will work with Nursery Supervisor when any children are present.

Supervision

Nursery Committee is responsible for hiring, assignment of duties, evaluation of performance, determination of wages, and termination of employment. Candidate must also be approved by Child Welfare Committee and pass a background check.

Absences should be communicated in advance to the Nursery Committee Chair, with 24-hour notice, if possible. If experiencing any symptoms of illness, contact the Nursery Committee Chair as soon as possible.

Qualifications

- Love and respect for children
- Ability to adapt and interact with a variety of personalities/characteristics common to children ages 0-5
- Ability to design and carry out play and learning experiences
- Ability to build on children's own expressed interests, rather than adult-centered program
- Ability to communicate with parents concerning children's needs
- Personal reliability and dependability to provide a constant presence
- Ability to implement appropriate discipline in a positive and supportive manner (see discipline policy)
- Sensitivity to children's environmental safety

Required Certifications

Employer will pay for American Heart Association CPR training for infants and children

Preferred Certifications

Babysitting training or certification from the American Red Cross or similar

Essential Duties

- Maintain a caring and positive environment
- Maintain a safe and clean environment for children
- Oversee care and activities for children 0-5 including the use of toys and activities appropriate for various age groups
- Welcome new Meeting attendees who bring children to the nursery
- Greet each child and call him/her/them by name when dropped off by parent/guardian
- Work with adult volunteer in Nursery
- Complete Nursery records and communicate special needs to volunteers
- Maintain good hand washing/hand hygiene after diaper changes and after assisting children with tissues for coughs, sneezes, or runny noses
- Arrive on time to the nursery, at least 15 minutes prior to the early service. Stay until all children are secured with a responsible adult named on the child's registration form.
- Straighten and clean up Nursery after children have left

Hours of Work

During the school year:

- Sundays, 8:45 am – 12:30 pm

During the summer:

- Sundays, 9:45 – 11:15 am
- 2nd Sunday of the month 9:45 am – 12:45 pm

Compensation

\$15-20/hour, depending on experience