

WEPC ESL Nursery Coordinator Job Description

The ESL Nursery Coordinator:

- is an hourly position for 10-12 hrs/week for 32 weeks
- has a pay rate of \$17 /hour
- is part of the Neighborhood Outreach Ministry and works under the direction of the ESL Program Director
- has the support of the Neighborhood Outreach team and access to the church staff
- is the direct supervisor of hourly employees in the ESL Childcare Nursery on Tuesdays and Thursdays

Expectations:

- Manage ESL nursery environment and employees
- Arrive prior to the arrival of ESL nursery staff
- Be self-motivated to accomplish nursery administrative and programmatic tasks

Responsibilities and Duties During the ESL Ministry Year:

- Organize craft and story for each week
- Send weekly message to ESL nursery staff to confirm presence for Tuesday or Thursday
- Meet weekly with ESL nursery staff prior to the start of ESL nursery
 - Discuss questions and nursery schedule; delegate responsibilities
- Welcome nursery families with smile and encouragement
- Communicate rules of a safe childcare environment with parents using posters and signs
- Update nursery database for attendance, parent contact information, and point parent for child pick up
- Observe activity/environment and interactions with kids in each nursery room
- Encourage nursery staff to constantly interact with children
- Ensure rooms, toys, and crib sheets are cleaned and organized after use on Tuesdays and Thursdays
- Pray regularly for nursery workers and children's families
- Verify worker hours every week and at the end of each pay period

**** Room for discussion of added hours and responsibilities****