

September 24, 2020

**St. Michael Lutheran Church of Canton MI** is seeking a part-time **Nursery Coordinator** to replace the current coordinator who is retiring. We are an independent part of the [Lutheran Congregations in Mission for Christ \(LCMC\)](#) and a vibrant evangelical church community. We are committed to Christian Education and are currently renovating our nursery and education wing. If you love the Lord and you have passion and experience working with young children, we would love to meet you! Check out our website ([www.smlucanton.org](http://www.smlucanton.org)) to learn more about us and what we believe!

## **JOB DESCRIPTION**

(Part-time - Open until filled)

### Nursery Mission and program description

The mission of the nursery is to provide nurturing and safe care for children ages birth to five years during church services, mid-week programs, and other special events as needed. The nursery staff and volunteers not only watch the children but teach them about the love of Jesus and to connect with God through a developmentally appropriate play-based curriculum.

The new nursery is designed to safely accommodate infants and toddlers simultaneously. The infant nursery includes children from birth to 22 months. One adult is required for every two infants. The toddler nursery includes children 22 months to five years. One adult is required per group of four children.

There will be a minimum of two non-related, properly screened adults in the nursery whenever the nursery is in use.

### Qualifications/ Who are you?

- You have experience working with and teaching children ages birth through 5 years
- You have a love for Jesus and passion for sharing His love with young children
- You relate to the beliefs and theology of our church
- You're personable, loving, and warm.
- You communicate well with volunteers, parents, guests, and colleagues
- You're great at follow-up and an organized and pro-active problem solver
- You're gently persistent (you're recruiting volunteers after-all)
- You're reliable and on-time
- You're proficient in basic technology (i.e. email, texting, online calendars/signup systems and the like don't freak you out)
- Though not required, you might even have a degree or formal study in Early Childhood Education.
- Did we mention you love little children? 😊

## Responsibilities/What will you do?

- First and foremost, you'll have a bunch of fun loving on the kids and getting to know them!
- You'll report to the Director of Children's' Family Ministries and the Lead Pastor
- You'll be trained by the outgoing nursery coordinator and have access to her moving forward.
- You'll be present at Sunday worship services alongside at least one volunteer to provide leadership and a consistent presence for children and parents. The nursery is not currently open during the Saturday, 5:30pm service but care is often required for other events such as:
  - Wednesday Christian Education programs, Wednesday Advent and Lenten services, Thanksgiving eve, two services on Christmas Eve, Maundy Thursday, Good Friday, congregational meetings, etc.
  - It is the responsibility of the Nursery Coordinator to work with the Director of Children's and Family Ministries to determine needs and schedule beyond regular worship services
- You'll recruit and schedule volunteers to staff nurseries and communicate with them as needed. The scheduling is currently maintained with Signup Genius but a volunteer management system is currently being tested. Volunteers are currently scheduled a month in advance and then assigned to fill in gaps as necessary.
- You'll train volunteers to help in the nurseries (historically by group, twice a year)
- You'll be at the church by 8:15 am on Sunday mornings to set up the nurseries and see that volunteers are in place at 8:45 am for the 9am service and 10:45 am for the 11am service. The coordinator stays until all the children have been signed out and both nurseries have been sanitized with the help of the volunteers.
- You'll be familiar with nursery procedures and share them with volunteers and parents
- You'll be familiar with the nursery/early childhood curriculum and plan lessons as needed.
- If you are ill or have an emergency, you'll find coverage and communicate with the Director of Children's and Family Ministries.
- You'll manage nursery budget for the stock of snacks, tissues, wipes, replacing toys, etc and replace as needed. Expenditures will be approved by the Director of Children and Family Ministries prior to purchase.

Application process - To learn more please contact Adam Riccinto, Director of Children's and Family Ministries by phone, text, or email. To apply, please email letter of intent, resume, and at least three references to the address below. Be sure to include a little about your faith journey and what attracts you to the role.

Adam C. Riccinto

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