

**Nursery - Elementary Coordinator**

**Job Description**

**Vision of Education at FUMCOG:**

*FUMCOG exists to love God and to love all people. We believe in embracing the mystery and doubt of faith through wrestling with the questions that inevitably arise, in a safe environment. Our community strives to live our lives with our hearts pointed outward to love and serve others.*

**Part-Time Position of 3 hours on-site plus preparation time, quarterly meetings, and chaperoning field trips (approximately 5 hrs/wk)**

**Compensation: $20/hour with a 42-week annual schedule**

**Requirements: College degree, relevant experience with children, PA Child Clearances**

FUMCOG is committed to ensuring high-quality care and nurturing relationships through engaging and diverse experiences. The Nursery-Elementary Coordinator will facilitate the nursery, early childhood, and elementary programming with the following specific responsibilities:

1. Schedule adequate coverage for children Grade 5 and younger on Sunday mornings from 9:30 AM - 12:30 PM during the school calendar year (September through June). Obtain substitutes as needed to maintain full coverage.
2. Schedule child care coverage for special services and events as directed by the pastor and/or Education committee with adequate notice given to obtain child care; usually that is two weeks notice.
3. Plan, prepare, and conduct age-appropriate activities per the curriculum developed by the Education committee and in cooperation with other staff and volunteers.
   * Sunday school at 9:45 AM, with flexibility in field trips, service projects, etc.
   * Nursery & Early Childhood Care during worship service(s) at 11 AM
4. Attend planning meetings and safe sanctuary training sessions as scheduled by the Education committee
5. Maintain documentation of attendance and health forms of regular attendees
6. Ensure that rooms, equipment and child care practices meet or exceed safety and health standards. Promptly notify pastor or Education committee of any hazards, property concerns, or supply needs that cannot be immediately addressed.
7. Monitor, purchase, and store supplies and snacks as needed
8. Monitor the hours of any paid caregivers and submit accurate requests for payment to the Office administrator
9. Report to the Associate pastor for family and education.
10. Perform annual self-evaluation and meet annually with Senior Pastor for performance evaluation with input from Lay coordinator for FUMCOG education and Associate Pastor.