

# Cherokee Park United Church

Presbyterian Church (USA) and United Church of Christ

Phone: 651-227-4275

371 W. Baker St.

St. Paul, MN 55107

## *Nursery Supervisor*

### Purpose

The role of the Nursery Supervisor is to create a consistent, safe, loving environment for children from birth through kindergarten age. The Nursery Supervisor works with volunteer Nursery Care Providers to involve children in play that provides a foundation for knowing they are loved by God and they are embraced by this community of faith.

### Qualifications

1. Responsible adult who enjoys interacting with infants through kindergarten age. Prior experience working with young children.
2. Warm, friendly and mature attitude with children and adults.
3. Ability to plan and create small group learning activities that communicate the values of God's compassion and love for all, God's care for creation, acceptance of other faith traditions, welcoming the diversity reflected in all ethnic and racial backgrounds and welcoming children of LGBT families.
4. Awareness of special care and safety issues required in supervision of young children.
5. Able to positively engage children individually and as a group.
6. Dependable and prompt in attendance.
7. Able to pass Bureau of Criminal Apprehension background check.
8. Received COVID-19 vaccines and all recommended boosters.

### Responsibilities

1. Develop knowledge about the children and their families: names, ages of the children in nursery, needs, interests. Maintain updated file card on each child. Greet and identify members and guests by registering names in attendance book.
2. Actively engage children in play and constructive activities, such as reading books, singing songs, age appropriate art projects, games, etc..
3. Maintain a safe and welcoming environment.
4. Care for special needs of infants and toddlers, and notify parents when feeding or diaper changes may be needed.
5. Work in cooperative capacity with child care volunteers.
6. Maintain a safe environment for children by being aware of all children in the room, even when working with an individual or small group. Follow CPUC Youth Protection Policy and Nursery Manual.
7. Encourage children to put away materials and equipment when finished; make sure the nursery is organized and clean before leaving. Each Sunday before children arrive organize, straighten and clean toys as needed.
8. Recognize potential conflict situations; redirect children when preventative measures are needed. Ensure children's limits are clear, consistent, and appropriate to their developmental level. Never use physical means to enforce discipline.
9. Consult with Pastor about any questions or concerns.
10. Each Sunday provide an age appropriate group activity that communicates values consistent with the faith tradition at Cherokee Park United Church.

### Hours

1. Fall – Spring (First Sunday after Labor Day through First Sunday of June)  
9:45 a.m. to 11:45 a.m.
2. Summer Months (Negotiable Sundays off as desired) 9:15 a.m. to 10:45 a.m.
3. A few negotiable expanded Sunday hours for special events or congregational meetings.
4. Anticipated work of 2.5 – 3 hours per week; this includes prep time and Sunday morning time in the nursery.

Salary \$25/hour, anticipated work of 2.5 - 3 hours per week.

Contact: Rev. Matthias Peterson-Brandt at 651-227-4275 or [cpuc@usfamily.net](mailto:cpuc@usfamily.net) or [www.cherokeeparkunited.org](http://www.cherokeeparkunited.org)