

PART-TIME NURSERY DIRECTOR

Job Title:

St. Philip's Nursery Director

Reports To:

The Nursery Director will report to the Rector.

Job Overview:

The Nursery Director will be an important part of the growing family ministry at St. Philip's, with particular responsibility for the Sunday morning care of infants and toddlers. The Nursery Director will work in conjunction with a rotating group of nursery volunteers to create a caring, fun, and safe nursery environment for St. Philip's youngest children.

Responsibilities and Duties:

- The Nursery Director will arrive at least half an hour before the service to ensure the nursery is ready for children.
- The Nursery Director will organize and maintain the toys and supplies in the nursery, updating the Parish Secretary when additional supplies are needed.
- The Nursery Director will be in charge of the nursery during the service, with assistance from one or more volunteers.
- The Nursery Director will play with, feed, soothe, and change the diapers of any children under his or her care during nursery hours, with the assistance of one or more nursery volunteers.
- After the children are picked up, the Nursery Director will tidy up the nursery.

Qualifications:

- Experience working with children under the age of three years old.
- Warm, caring, and patient disposition with young children.
- Infant first aid certification preferred.

Compensation:

The Nursery Director will be paid at a rate of \$20/hr with a minimum of commitment of three hours per week.

If interested, please contact the Rev. Caroline Osborne at

mother.caroline@stphilipnashville.org. Please include your resume and three references.