

NURSERY COORDINATOR

April 2005

Role: To manage the Sunday morning Nursery.

Responsibilities:

- Hire an outside babysitter to work in the Nursery on Sundays from 10:30 a.m. until 12:30 p.m.
- Supervise the babysitter.
- Maintain a supply of toys and supplies for the Nursery.
- Notify the Building Chair of maintenance needs in the Nursery.
- Arrange with the Treasurer for paying the babysitter.
- Serve as a member of the Religious Education Committee.
- Regularly inform the Religious Education Chair of Nursery use and needs.
- Consult the Religious Education Chair before spending money for Nursery items.
- Submit expenditures to the Treasurer within 30 days.
- Provide input for annual Religious Education budget development.
- Orient new Nursery Coordinator as needed.