

Church Nursery Director Job Description

The Cathedral Church of St. Marks, located in downtown Salt Lake City, is a welcoming and inclusive Christian community, founded in the Episcopal tradition with a long history in Utah. We are looking for a Nursery director to provide dependable, safe and nurturing care to the children ages 1-6 years old in our church nursery. The Nursery director will work with the Director of Children's Formation to extend our Montessori-inspired "Godly Play" approach down to our youngest children and create spiritually enriching, developmentally appropriate experiences during their time in nursery. The director does not need to be Episcopalian, but should be comfortable working in a faith-based setting.

Other things to note: We are re-launching our nursery program after over two years of closure due to the pandemic. Typical weekly attendance, especially at first, might only be 1-3 children. A second adult volunteer will also be scheduled to help each week. Here are some pictures of our beautiful newly-renovated space:



Key Responsibilities:

Responsible for providing nurturing, spiritually enriching, age-appropriate child care which includes:

- Maintaining a safe environment and a clean, inviting, organized Montessori/Godly Play-inspired play space.
- Being punctual and committing to hours of 9 AM-Noon every Sunday during the program year and 10:15 am-Noon during the summer. The nursery will also be closed over major holidays and weekends (Thanksgiving, Christmas, etc.). The nursery director will also be allowed up to 3 personal vacation days during the year with prior approval.

- Caring for children's basic needs including: feeding, changing diapers, escorting to the bathroom, holding or sitting with and cheerfully interacting with children through games, stories, play and leading crafts or other activities and snack time
- Staying in the nursery until all children are secured with a responsible adult named on the child's registration form.
- Communicate in advance planned absences with a two-week notice and unplanned absences at least two hours prior to the shift.
- Working with and supervising other nursery volunteers and ensuring they follow all the above guidelines.
- **Must be available to attend Godly Play training October 20-22, 2022.**

Core Competencies:

- Experience in caring for children between 1-6 years with the ability to adapt and interact with a variety of personalities.
- Experience with Montessori methods or Godly Play is a huge plus.
- Satisfactory completion of background check.
- Must read and adhere to the Diocesan Policy on Protection of Children and Youth from Abuse and sign a code of conduct.
- Dependability is essential. Tardiness/excessive absences will result in termination of employment
- CPR/First Aid (training provided)

Job Type: Part-time

Pay: \$20-25.00 per hour based on experience

Schedule:

Sundays, 9 AM-Noon during the School Year

Sundays, 10:15 AM-Noon during the Summer

License/Certification: Some Montessori or Godly Play experience and training preferred.

Please send a resume and a short cover letter to brooke@stmarksutah.org.