

Position: Nursery Coordinator/Attendant

Location: Evinston United Methodist Church
8505 SE 182nd Ave
Micanopy, FL 32667

Hours: Sundays: 9:15-12:15

Rate: \$50 per week

Contact: Bill Edwards – bedwards59@icloud.com

About Us

Evinston United Methodist Church is located in Evinston, FL, a small community less than 15 miles south of the University of Florida. Evinston UMC is a small family based church. Our Sunday attendance averages about 75 people. Our nursery consists of children from infant to kindergarten ages. We may have as few as 1 or as many as 10 children in the nursery on any given week (we always have youth willing to help if the number of children is too large for 1 person to supervise).

Our Sunday service starts at 9:30 AM and is followed by a time of fellowship (donuts, bagels, other breakfast) then Sunday School from 11:00-12:00.

Job Duties

1. Be in attendance before children arrive and stay until the last child is delivered to their parents or an authorized adult.
2. The nursery is to be staffed for the entire church service, even if no children are initially present, as parents sometimes arrive late or bring children to the nursery mid-service.
3. When attendance is not possible, provide adequate notice to the Child Care Coordinator so we can make arrangements for the week.
4. Greet children and parents when they enter the nursery and confirm any special needs or instructions for children in the nursery care (allergies, dietary restrictions, etc.)

5. Engage children with activities, books and play, using toys and activities available in the nursery.
6. Tend to the needs of the children in the nursery, including serving snacks or bottles provided by parents, changing diapers, etc.
7. Be responsible for general neatness and cleanliness of the nursery areas. Lead children with clean-up toward the end of their time in the nursery, and check behind to make sure that all toys, books and supplies are returned to the appropriate place. Clean and sanitize toys as directed by the Child Care Coordinator.
8. Be willing to pass a background check before hiring as prescribed by our Child Protection Policy.