



Nursery Coordinator

Job Description

Updated July 1, 2024

Immediate Supervisor	Volunteer and Events Coordinator	FTE	As-needed	FLSA Status	Non-Exempt
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Position Summary

The nursery coordinator is responsible for providing childcare in a safe environment for the children of PACT Charter School volunteers who are helping at the Elementary Campus.

Areas of Responsibility

Basic Duties and Responsibilities

- Provides a safe, clean, and inviting environment for all PACT Charter School's volunteer children.
- Interacts with children and encourages their involvement in activities.
- Organizes, leads, and participates in games; reads to children; and teaches them simple painting, drawing, songs, and similar activities.
- Helps children remove outer garments upon arriving at nursery and helps them to develop habits of caring for their own clothing through hanging up garments and keeping them organized.
- Helps children develop habits of putting away toys and books.
- Directs children in proper eating habits and encourages proper hygiene.
- Directs children in toileting. Notifies parents/guardians if the child needs diapering.
- Assists children in learning how to care for others and learn to share.
- Reinforces positive behavior.
- Supervises the safety and maintenance of the nursery.
- Coordinates staffing needs and nursery use with the Volunteer and Events Coordinator.
- Establishes and maintains communication with the parents/guardians and informs them how their child responds to other children and the Nursery Coordinator.
- Ensures that the nursery and all toys in it are properly cleaned after each day and whenever necessary to prevent the spread of germs between children.

Work Requirements and Characteristics

Education and Experience

- CPR and First Aid Certified
- Background experience in child care and/or early childhood development
- Outgoing personality and ability to work well with children
- Organized, tidy, and responsible

Skills

- Ability to provide a learning environment to children utilizing the nursery that develops children's character and academics.
- Ability to multi-task and manage stressful situations calmly, professionally, and respectfully.
- Ability to work with all levels of school personnel and parents.
- Understanding of proper cleaning/disinfection practices to prevent germs. A mission-driven individual with a belief in and commitment to PACT's mission, vision, and character traits.
- Ability to maintain confidentiality and uphold FERPA laws.

Hazardous Working Conditions and Exposure

See Physical Demands & Working Environment Chart

Approval

This position description accurately describes the current duties and responsibilities assigned to the position. It may be subject to other duties as assigned.

Employee Signature

Date

Immediate Supervisor Signature

Date

Human Resource Specialist Signature

Date