

**Grace Episcopal Church**  
**514 E. Argonne Drive, Kirkwood, MO**  
**Job Opening: Nursery Coordinator (Part-Time)**

**Principle Function:** to provide safe, consistent, comfortable and caring supervision of children under the age of 3 during Sunday morning worship services and at other parish events as needed, which may include older children.

**Hours:** this is a part time, three hours per week position. The hours are Sundays 8:45 a.m. -11:45 a.m. With prior notice, may be asked to provide childcare at other parish events.

**Supervision:** reports to the Rector with coordination to the leader of the Church School

**Benefits:** Prorated sick days and vacation according to the Grace Personnel manual. The pay will be \$15 per hour worked. Adjustments may be made after the 90-day probationary period is successfully completed.

**Qualifications:** Prior childcare experience, certified in infant/toddler CPR, High School graduate (with some college preferred), comfortable around young children, pleasant/friendly demeanor, ability to respond appropriately and effectively to an emergency, ability to converse easily with parents, punctual and reliable

Duties include but are not limited to:

- Ensure the safety and comfort of the children at all times
- Provide for the physical care of infants and toddlers
- Facilitate the signing in and out of children using the nursery
- Interact with the children and parents in a positive manner
- Serve as a team and lead other nursery staff
- Never leave a child unattended
- Make sure that no child is left alone in a closed room with an adult or teenager for boundary reasons
- Maintain the cleanliness of the nursery
- Ensure that level of supplies are maintained and ordered when necessary
- Be a welcoming face and friendly contact for families with young children

To learn more or apply, contact:

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OR

- Shari Bonham: [sbonham@gracekirkwood.org](mailto:sbonham@gracekirkwood.org)

Learn more about Grace Episcopal Church at [www.gracekirkwood.org](http://www.gracekirkwood.org).