



The American Church in Paris

65 quai d'Orsay, 75007 Paris, France

Nursery and Toddler Rooms Coordinator Job Description

Status: Part time, 5 1/2 hrs/week, Auto-entrepreneur

Introduction:

The nursery and toddler rooms are an integral part of the Christian Education ministry provided by the American Church in Paris (ACP) to the infants, toddlers, and families who attend worship services and church events. The Coordinator must be committed to supporting and upholding the mission and vision of The American Church and share a love for children and a gift for caring for infants and toddlers. They must also possess the interpersonal and organizational skills necessary to recruit and manage a team of volunteers. This position requires essential training and commitment to provide for the comfort and safety of the infants and toddlers.

Hours and Nursery and Toddler Room Procedures:

The position has fixed hours on Sundays from 10h15 to 15h45

Access to these rooms is highly restricted and the only people admitted into the respective rooms are: the children, paid staff, accredited volunteers, and parents. (The nursery and toddler rooms are to be locked during break and lunch times).

1. The Nursery is for Children from infants to 18 months old. The Toddler room is for Children from 18 to 36 months during the services.
2. Both rooms will be open 15 minutes before the 11:00 and 14:00 services in anticipation of the arrival of the children and their parents.
3. Children will be signed in and out by their parents when entering and leaving either room. And given a buzzer that nursery/toddler staff will use to contact the parent in case of an emergency or excessive crying.
4. The rooms will close when events are over and all children have been picked up by their parents or designated person.

Nursery and Toddler Room Staffing:

1. There will always be at least two adults in each room at all times even if there is only one child present.
2. Weekly volunteers will be recruited by the Nursery and Toddler Room coordinator in consultation with the Coordinator of Children's Ministries to staff the rooms adequately

Nursery and Toddler Room Set Up

1. The Coordinator is responsible to make sure toys and table tops remain clean at all times while the children are in the rooms. Toys and table tops will be cleaned with disinfectant wipes following each service. The beds will be wiped down each week during down time between the services.
2. The Coordinator will be in charge of changing and laundering the nursery linens at least one time per month and as often as necessary. A key to the room housing the laundry facilities will be given to the Coordinator.



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3. The Coordinator will take inventory of material needed and report these needs to the Coordinator of Children's Ministries so that they can agree on what needs to be purchased (e.g. diapers of several sizes; wipes for cleaning the babies; antiseptic wipes for cleaning the toys; tissues; appropriate snacks; etc.)

Duties and requirements of the Coordinator of Nursery and Toddler Room:

1. The nursery and toddler room Coordinator will give their undivided attention to the care of the infants, toddlers, and children.
2. They will not have any visitors at any time during working times including between the service
3. The Coordinator- with the support of the Director of Children's Ministries- will work to ensure that an appropriate number of volunteers are present each Sunday to staff the nursery and toddler room in accordance with ACP's child safety policy. The Coordinator will consult with volunteers to create a workable and realistic volunteer schedule.
4. The Coordinator will also train nursery and toddler room volunteers in proper ACP childcare protocol and safety standards, and ensure that these standards are being met by all caretakers under their supervision.
5. Effort should be made to learn the names of the children and families in their care.
6. An expectation will be held that the families and the children will be treated in a professional and appropriate manner.
7. English fluency essential; minimum basic French strongly preferred
8. The Coordinator will fill out a weekly report and hand it in to the Director of Children's Ministries
9. The Coordinator will fill out a weekly in-out time-table and hand it in to the Director of Children's Ministries
10. They will arrive 45 min before the 11am service preparing the rooms, curriculum, etc., in anticipation of the arrival of the infants, toddlers, children and parents for the 11:00 service. The Coordinator should be in place at 13:45 for the start of the 14h service.
11. The coordinator must let the appropriate person(s) know of their possible absence due to an emergency as quickly as possible. Any other absence must be reported at least two weeks in advance so that a substitute can be found.
12. If there is an emergency, the Coordinator must call the church receptionist and let the receptionist know that he/she is running late.
13. Only a certain number of excused absences per quarter will be tolerated. If frequently absent or late, this will result in possible dismissal.
14. It is the duty of the coordinator to report any inappropriate behavior or non-compliance with the regulations and/or Child Safety Policy by any employee to the Associate Pastor or a member of the HR committee. Failure to report such behavior will result in dismissal.
15. Any form of discrimination will result in dismissal of the coordinator..

Requirements:

- French working papers required
- Background check - casier judiciaire
- Fluency in English; minimum basic French strongly preferred



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- Extensive experience in working with infants and toddlers
- Trained in nursery / toddler curriculum as chosen by the Director of Children's Ministries in conjunction with the Christian Education committee.
- CPR training will be required and paid for by the church.
- Child safety training required by the church annually, signing of ACP Child Safety Policy.
- Practice good organizational and communication skills
- Capable of working both independently and as part of a team
- Detail-oriented while able to think creatively
- Excellent administrative, e-mail, clerical and computer skills, including work experience in Google Suite and MS Office
- Be courteous, reliable, responsive, dynamic and flexible with a positive attitude

If interested, please send your resume and cover letter to: nursery-jobposting@acparis.org

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