

First Unitarian Church of Alton

110 East 3rd Street, Alton, IL 62002

Office: (618-462-2462)

Position: Nursery/Spirit Play Coordinator
Reports to: Religious Education (RE) Council Chair
Hours required: 5-10 hours per month; workload increase in August, September, April, and May; commitment of one year; term limit of 4 years

General description:

The Nursery/Spirit Play Coordinator is responsible for the support, monitoring, and leadership of the Nursery/Spirit Play programs. Ensures the quality and safety of our Nursery/Spirit Play program.

Responsibilities:

- Locate and schedule volunteers for the Nursery and Spirit Play programs.
- Ensure the training of volunteers in appropriate programming and safety.
- Address issues and concerns of the Nursery and Spirit Play programs.
- Inform the RE Council Chair and Minister of safety and interpersonal issues as they arise.

Skills:

- Ability to communicate to volunteers in writing and verbally.
- One years' experience working as a volunteer in the RE Program.
- Ability to delegate responsibility.
- Knowledge of risk management concerns for children under the age of seven years old.