

St. Thomas Episcopal Church

Chesapeake, Virginia

November 2023

Early Childhood Specialist (ECS)

ECS staff are responsible for implementing our parish ministry to serve all children and their families. Specifically, ECS staff serve newborns to three-year-olds to enable parents & caretakers to participate in the church's life and maintain a safe, nurturing environment for child development.

All staff are responsible for upholding and promoting our parish's core values and mission.

ECS staff report to the Nursery Ministry Coordinator (NMC) for all daily operations, support, scheduling, and communication. All staff report to the Rector.

Early Childhood Specialist (ECS) Duties and Responsibilities

1. Maintain regular work hours, as agreed upon. (for example, Sunday 9 AM and 12 Noon). The church schedule is subject to change.
2. Prepare and maintain the nursery room, ensure that the room climate control is working, the space is clean and safe, and all necessary supplies are organized and available.
3. Ensure safety systems are working (CCTV & Intercom with Ushers table).
4. Be visible and welcoming: greet each child and caregiver with a confident smile.
5. Ensure all new families fill out registration and permission forms to photograph forms and distribute each parent handbook for them to keep. Communicate with all new families NMC.
6. Have each parent/guardian sign in their child. ECS staff may receive a baby/toddler only after all necessary paperwork is completed and ECS staff have received specific instructions concerning the child and their care.
7. Follow positive discipline procedures as outlined in the handbook.
8. Follow health guidelines as outlined in the handbook.
9. No shaming, blaming, or bullying of staff, volunteers, members of the church (of any age),
10. Never leave children unattended for any reason.
11. Follow step-by-step procedures as listed in the Nursery.
12. Be the last to leave, ensuring toys and supplies are sanitized (wiped down), put away, and the room is clean and neat.
13. Always be neat, clean, and modest in your appearance. No images or words printed contradicting our mission or safe meeting norms are permitted.
14. Return all children under ECS care, only to an authorized parent or guardian, never to other children.
15. Wear a mask to help reduce the spread of germs when you have any mild symptoms or are concerned for your health. Do not report to work if you are sick.

16. Notify NMC and the parish administrator of any maintenance issues and supplies needed immediately.
17. In the absence of any toddlers and infants between 9 AM and 10:30 AM, be visible and assist Sunday School (children) youth teachers as needed during worship hours and maintain presence in the Nursery unless otherwise directed by the Rector or NMC.
18. Do not take photos or images of children, and do not share images or information of infants and children unless directed.

Qualifications & Expectations

1. Eighteen years of age.
2. High School graduate or other degree
3. Passion for Children, especially infants and toddlers
4. Experience working with children, especially infants and toddlers.
5. Professional work experience and degrees/certificates in Early Childhood Education are preferred.
6. Strong organizational and communication skills preferred
7. Physically able to sit and kneel on the floor, to pick up and care for infants and young children, and to move nursery furniture and supplies.
8. Experience working in a faith community is preferred.
9. Submit a written letter of interest, three references, a current CV, and personal contact information.
10. Complete Infant/Child CPR training (within six months)
11. Complete Episcopal Safe Church training (before your start date)
12. Successful background check administered by the diocese (before your start date)
13. Willing and able to support ensuring that All Are Welcome, No Exceptions (as defined by the church) is made real and tangible to all.
14. Easter Attitude.
15. Pro-active and mature
16. Never arrive or work while under the influence of alcohol, illegal drugs, or impaired physically or mentally in any way.
17. Communicate all pastoral care matters within 6 hours to the NMC and Rector.
18. Read Employee Handbook