

Coordinators:

- Nursery Coordinators will be available in the hallway to assist nursery volunteers with accidents, supplies, and any other needs that may arise.

- The Childcare Director in conjunction with the Coordinators is responsible for calling the scheduled volunteers during the week prior to the scheduled work time.

- Coordinators assist in finding additional helpers in the event of an overflow in the nursery.

- In order to facilitate the success of our purpose and goals, Coordinators are to help enforce the policies outlined in this manual.

- Coordinators are responsible for contacting parents when needed for inconsolable, sick, or hurt children by using the provided security system.

- Coordinators monitor two-way radios while children are on the playground or out of the building in strollers or wagons. Two-way radios are located at the kiosk in Building 3.

- Coordinators check in on each classroom periodically throughout the hour to ensure policies and procedures are being followed and to help nursery volunteers as needs arise.

- Coordinators ensure that a complete attendance record has been taken including names of all volunteer workers in each classroom.