

# WE ARE HIRING A NURSERY DIRECTOR!

This fall, we will open our new facility that will include a nursery for ages 4 and under during weekend Masses, and 13 and under during our evening ministries/meetings during the week.

We need a qualified person to help us oversee this new ministry.

This is a **part time, paid position** (up to 25 hours per week) that will be involved with coordinating all aspects of the nursery. This person will help us develop policies and guidelines, train and schedule babysitters, keep the nursery and its contents safe and clean, and be available as a babysitter when necessary. We are looking for a person who has excellent communication and organization skills, experience in working with children and parents, and certification in CPR/AED procedures (or be willing to get certified). Our director will need to obtain all safe environment training required by the Archdiocese and authorize us to conduct a background check. Please send your resume to [fr.gregg@ourladyofthevalley.net](mailto:fr.gregg@ourladyofthevalley.net) or mail/deliver a hard copy to the parish office

**by Monday, March 12, 2018.**

## We also have two Volunteer Positions!

**KITCHEN MANAGER** – This person would be responsible for oversight of kitchen usage and upkeep. This would include meeting with and training users (both one time users and regularly scheduled users) to make sure all guidelines are followed and checklists for tasks are completed and kitchen is always cleaned and secured after an event. This person would also take inventory of supplies and be responsible for purchasing. We are looking for someone with excellent communication and organizational skills that will coordinate usage of the kitchen with the parish staff. If interested, please contact:

Darcy Cangilla at 970-686-5084 or [darcy@ourladyofthevalley.net](mailto:darcy@ourladyofthevalley.net)  
**by Friday, March 16, 2018.**

**EVENT COORDINATOR** – This person would facilitate special event usage by groups using the OLV campus (example: wedding receptions). The coordinator would need to open the facility, be present *during* the event to assist with needs of the user, and secure the premises after the event. We are looking for someone that has strong communication skills and is willing to be trained in areas of audio/visual and kitchen equipment in the new facility. If interested, please contact:

Darcy Cangilla at 970-686-5084 or [darcy@ourladyofthevalley.net](mailto:darcy@ourladyofthevalley.net)  
**by Friday, March 16, 2018**