

Nursery Ministry Director: Salary

Reports To

Children's Ministry Director

Job Overview

Oversee and provide leadership for the general functions of the Nursery Ministry. Engage and equip volunteers for the handling of ministry duties. Relationally connect with parents and volunteers regularly.

Responsibilities and Duties

1. Creating a welcoming and safe space

- a. The Nursery Director is responsible for maintaining a clean, well organized, and welcoming nursery and toddler room. Toys and activities should be accessible to all children when appropriate. The nursery is to be a place of joy, play, and friendship.
- b. Parents are to be warmly greeted and welcomed when bringing children to the nursery as well as orientated to registering and checking in their children.
- c. Tables, toys and other surfaces are to be cleaned and disinfected after use. Bedding is to be washed when used. Soiled diapers will be taken to outside dumpster.
- d. Special needs for each child must be noted and addressed with care.
- e. Ensure all volunteers are polite, friendly, and courteous with all children, parents, and volunteers.
- f. Supplies are to be organized and easily accessible to all workers and volunteers, including snacks, activities, diapers/wipes, and cleaning supplies. You are responsible for guaranteeing supplies are kept stocked.

2. Spiritual Formation and Development

- a. Age appropriate curriculum is to be used during Sunday School to teach Bible stories and introduce Christian faith. Curriculum is to be selected in

coordination with Children's Ministry Director. Any music or videos should be sacred when possible.

3. Coordinate Nursery Workers

- a. Recruit and train volunteers for compliance with our Child Protection Policies and Procedures for nursery and toddler rooms.
- b. A minimum of two workers must be staffed in a nursery or toddler room at all times. You may combine groups according to attendance as needed to guarantee safety and compliance.
- c. Schedule volunteers for regular rotation and refreshing.
- d. The Nursery Director is responsible for coordinating nursery and toddler volunteers on Sunday mornings, Wednesday nights and all extra services (examples include Christmas Eve, Good Friday, Sunday evening activities, special events).
- e. Communicate with volunteers regularly regarding scheduling, cleaning, and interactions.

Qualifications

- Love, serve, and follow Jesus Christ.
- Satisfactory completion of a background check.
- Able to recruit, train, and administrate volunteers.
- Must be able to play well with children and love parents.