

NURSERY SUPERVISOR

REPORTS TO: Children's Ministry Staff Manager

SUPERVISES: Nursery/Preschool/Childcare
Volunteers

Please Check One:

_____ Part-Time: Saturday Nursery Supervisor – Up to 5 hours per week, every Saturday 5pm – 8pm plus prep time.

_____ Part-Time: Sunday Nursery Supervisor – Up to 10 hours per week, every Sunday from 8am – 12:30pm plus prep time.

CHURCH SIZE: 1800-2500

SCOPE AND PURPOSE

To provide a fun and safe environment and build faith and community where children and their families can "Come as You Are".

CHARACTER AND PERSONALITY:

- A growing relationship with Jesus Christ.
- An understanding of the developmental needs of infants, toddlers and preschoolers and the ability to execute programs, oversee volunteers, and interact with parents in ways which address those developmental needs.
- Ability to effectively communicate verbally and in writing to a wide variety of adult and child personality types.
- Successful completion of comprehensive background check administered by First Free Church.
- Background in caregiving or teaching of children is desired.
- Background in caregiver supervision also preferred.

PRIMARY RESPONSIBILITIES

Generally:

- Display a positive and friendly demeanor.
- Promote our vision and expectations, and be an example to others.
- Communicate and give instructions to your volunteers in accordance with our vision.
- Direct and teach volunteers and children in an effective, loving and kind way.
- Create relationships with kids and provide an atmosphere for them to create relationships with other kids.
- Attend nursery meetings when scheduled.

Prior to each service:

- Prepare lessons and set up room. (included in paid work schedule)
- Arrange for your own replacement if you are unable to work on a given weekend.

During each service:

- Prepare your nursery environment.
- Be in position and ready to receive kids and parents 30min before each service begins
- Greet and welcome children and families, making sure both child and diaper bag have nametag and parents have signed child in.
- Greet and welcome new families and visitors and answering any questions they may have.



cont. >>>

- Guide volunteer workers and be available to serve the volunteers as needed.
- Administer bathroom trips and diaper changes.
- As needed, use the nursery call number to notify parents of struggling children.
- Check children out by verifying number matches.

After each service:

- Check rooms to make sure all children/students have been picked up.
- Stay until your children/students have left and your area has been picked up.
- Sanitize toys.