



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

Job Description

Director of Nursery Ministries

Classification: Non-Exempt

Report to: Associate Pastor

Date: Edited 4-4-18

Summary

The person in this position should be a committed Christian Disciple who possesses strong interpersonal, administrative, and organizational skills. Under the direct supervision of the Director of Children's Ministries, this position assists the Director in coordinating all structured children's activities for Sundays and Wednesday evenings for birth through pre-K, works closely with all Task Team Committee Coordinators, and is responsible for the recruitment and development of nursery caregivers. This position also requires a person who holds a strong interest in the overall well-being and spiritual growth of children and is willing to serve and work with others, especially volunteers, in a team ministry setting.

Essential Functions

1. Personnel administrator for paid nursery caregivers.
 - a. Hires, fires, trains, and recruits paid nursery caregivers
 - b. Maintains records of training and certifications including Safe Sanctuary and CPR/First Aid.
 - c. Oversees time cards and verifies hours worked by each caregiver for payroll
2. Schedule paid/volunteer caregivers for all CUMC sponsored events, especially worship and special services.
3. Maintains rosters of children and families for nursery and preschool-age programs within the Children's Ministry of CUMC.
4. Oversee and provide quality, age and stage appropriate worship/discipleship experiences for Little Kids' Church (Age 3 – 5) and 3-5 year Old Sunday School.
5. Under the direction of the Director of Children's Ministries, oversees all children's programming for preschool aged children.
6. Work closely with expectant parents to welcome them to the Nursery Ministries, including sharing of information and delivering a newborn gift.
7. Other duties as assigned by the immediate supervisor or the Senior Pastor

Competencies

1. Technical
2. Personal Effectiveness/Credibility
3. Thoroughness
4. Collaboration Skills
5. Communication Proficiency
6. Flexibility

Mission: To Know Christ and to Make Him Known



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Supervisory Responsibility

This position has supervisory responsibility for all paid and volunteer nursery caregivers.

Work Environment

This position operates in a professional church office environment and age appropriate ministry environments. The range of work requires adaptability and may require routine use of standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Position Type and Expected Hours of Work

This is a part-time (20 hour) position or may be combined with children to become full-time depending on the gifts and skills of the applicants and needs of the church.

Days and hours of work will be worked out and agreed upon with the supervisor based upon the needs of the church.

Preferred Education and Experience

1. Bachelor's degree
2. Two or more years of experience in a similar or related field

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by the following necessary levels:

Direct Supervisor _____ Date _____

Staff Parish Relations _____ Date _____

Employee Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____