



## Nursery & Childcare Supervisor

OPEN

**Position Type:** Non-Exempt  
**Category:** Regular, Part-time position (15 hours per week)  
**Classification:** F  
**Reports to:** Pastor of Children and Families

### Summary/Objective

The Village Nursery and Childcare Supervisor is responsible for the management, development and growth of the nursery ministry providing a safe, secure, nurturing, clean and efficient care for our children during worship services and other church-related events. This position will lead the First Impressions Team and the New Beginnings Ministry of Village Kids.

**Core Mission:** Each child will feel welcomed, loved, and nurtured and every parent/caregiver will feel confident and secure in the care of their little one in an environment that displays the love of God.

### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Responsibilities include playing, directing play, reading, praying for each child, exhibiting Christ-like patience and love, and relating the events of the day to the lesson and theme in words the child can understand.

### MINISTRY RESPONSIBILITIES

#### Nursery Responsibilities

- Recruit, interview, hire, and train nursery/childcare employees
- Recruit and train nursery/childcare volunteers
- Schedule, assign, manage nursery & childcare staff and volunteers to meet the needs of The Village's nursery and childcare needs
- Implement curriculum for Toddler I and II rooms
- Oversee the setup and teardown of Village Kids check-in system and childcare areas for Sunday worship and other events
- Oversee the care of all equipment and toys to include sanitizing toys after service
- Adhere to Safe Sanctuary and other Village Kids policies and covenants while also providing accountability on these policies to nursery & childcare staff and volunteers
- Maintain CPR certification
- Coordinate supply purchasing as needed

#### Event/Meeting Childcare Responsibilities

- Coordinate childcare for events or meetings in collaboration with the Village Kids Team members and other church staff
- Secure needed space, provide programming, and secure staff or volunteers childcare needs

### **First Impressions Team Responsibilities**

- Coordinate, train, and lead First Impression Team volunteers as they provide hospitality and check-in services for Sunday Village Kids
- Support and train First Impressions Team on database check-in program
- Provide a welcoming presence to families and children as they enter the Village Kids space on a Sunday morning

### **New Beginnings Team Responsibilities**

- Coordinate and lead New Beginnings Team as they minister to expecting, adopting and foster families as they welcome a new child into the family
- Follow up and communicate with families ensuring the New Beginnings Team, the Meal Team, other volunteers, and/or Village Groups provide support and connections

### **Supervisory Responsibility**

This position will supervise all nursery and childcare workers.

- Approve timesheets and time-off requests
- Train, supervise, and evaluate nursery & childcare staff informing Pastor of Children's Ministry of any performance issues as they arise
- Conduct weekly "one-minute" meetings with nursery team before the first worship service.
- Communicate regularly with staff
- Oversee teams of staff and volunteers so that they adhere to policies and vision of The Village Kids ministry

### **Work Environment**

This job operates in a flexible and fluid work environment to include, but not limited to, middle school building, individual's homes, community recreation centers, other public facilities, and outside spaces.

### **Physical Demands**

While performing the duties of this job, the employee will be in flexible and fluid environment. Position is highly active and is required to talk, hear, stand, walk, sit, crawl, bend, and stoop. Employee must lift children, move supplies, or lift other items up to 35 pounds.

### **Expected Hours of Work**

Required days and hours of work Sunday mornings 7:00a – 1:00p. Participation at weekly staff meeting is required. Other hours are either worked from home or at church event during the week. Evening and weekend work required. Position may require additional hours during certain projects.

### **Travel**

Travel is local although some out-of-the area and overnight travel may be expected for retreats.

### **Competencies**

- Committed to Christ which a specific love for children and a willingness to connect with them
- Able to foster and grow relationships with parents, children, and nursery team members
- Provide a welcoming and loving environment for our families and visitors
- Must be effective at communicating with children, parents, volunteers and staff
- Understanding of child development and spiritual growth
- Creative and fresh thinking
- Flexible and a team player
- Ability to manage and motivate volunteers as well as paid staff

### **Education and Experience Requirements**

- Three (3) – five (5) years of childcare experience required
- CPR and First-Aid experience preferred
- Supervisory experience preferred

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.*