**POSITION:** NURSERY DIRECTOR

**REPORTS TO AND SUPERVISED BY:**  Church Administrator, Children’s Ministry Director

**RESPONSIBILITIES:**

* Ensure a safe and sanitary environment at all times for the children to play and learn
* Communicate with parents regarding their child’s time in the Nursery
* Encourage faith development in teachable moments of song and play
* Willingness to work within and support a Christian environment.
* Oversee Sunday Morning Volunteers
* Collaborate with Children’s Ministry Director about any issues that may arise.
* Report to church staff any needed supplies
* Complete other tasks as assigned
* Communicate at least 2 weeks in advance planned absences.
* Communicate unplanned absences with as much notice as possible

**HOURS OF EMPLOYMENT:**

Sundays, September – May: 7:45 AM- 12:15 PM  
Sundays, June – August: 7:45 AM – 11:00 AM

Holidays: The Nursery is not staffed on Easter Sunday, the Sunday after Christmas, or July 4th if it falls on a Sunday.

Occasionally Nursery Director may be asked to work additional hours for Special Events.

**EXPERIENCE AND TRAINING:**

* One to two years post-secondary education with an emphasis in child development or education or equivalent experience preferred.
* At last one year experience caring for and teaching children

**QUALIFICATIONS:**

* CPR for Infants and Children and Frist Aid Certification (or the ability to obtain within 60 days of hire)
* Pass Background Check