

Position: Nursery Director

Immediate Supervisor: Program Ministries Director

Qualifications:

Spiritual

- Growing personal relationship with Jesus Christ
- Commitment to the United Methodist Church and its various ministries, programs, and congregation
- Dedicated involvement in activities associated specifically with the Perdido Bay United Methodist Church

Personal

- Passion to improve and support the local community through church activities and programs.
- Ability to positively interact with the Church members and staff.
- Outstanding communication skills – verbal and written.
- Team player possessing a positive “can do” attitude.
- Present a professional appearance and attitude while working in the Community and representing the Church in all environments.

Qualifications/Technical

- A.A. degree or training/experience in early childhood education
- Understanding of how to safely work with vulnerable persons.
- CPR & First Aid Certified
- Annual Safe Sanctuaries Training

Primary duties and responsibilities

- Care for infants 8 week through PreK during worship services, activities, and special events
- Coordinate nursery staff and volunteers
- Obtain parent volunteers to aid in caring for children when possible.
- Update and maintain Nursery registrations and contact lists.
- Create and distribute a weekly Nursery Update
- Coordinate Parents Night Out
 - June/July/December and five to six additional opportunities throughout the year
 - Schedule Staff & Volunteers
 - Communicate dates and information for parents.
- Maintain nursery equipment.
- Ensure sanitary conditions are met at all times.
- Coordinate Summer Activities
 - Schedule Staff & Volunteers
 - Plan and organize activities and crafts.
- Ensure all safety protocols are met in classrooms and playground.
- Select age-appropriate curriculum for all ages for Sundays and Wednesdays – teach curriculum and/or prepare lessons for staff & volunteers.

- Write cards/notes for ministry follow-up.
- Respond to other duties as directed by the Program Ministries Director and appointed clergy.
- Works with major church events as needed.
- Assist in total operation of church ministry.
- Staff Coordinator for Annual Breakfast with Santa Event
- Schedule Staff & Volunteers for childcare for Tuesday Morning Bible Study, Band and Choir Practices, and other special events as needed.
- Must be physically able to complete all physical activities required for the programing.
- Attend weekly staff meetings.

Evaluation:

Evaluated annually on overall job performance, capabilities, and qualifications.

Compensation:

Salaried (Exempt) – Estimated 20-25 hours per week

Vacation and Time Off: Defined in Employee Manual.