Nursery Supervisor Position Description

Updated 10/21/2024

Purpose

The Nursery Supervisor is responsible for providing quality child care in a safe, nurturing, and welcoming environment for children ages infant – 5 years. Childcare will be available during standard times such as during worship services, and at other educational or church events as agreed to with the Church Administrator.

Responsibilities

1. Provide safe, healthy, and nurturing care for children
2. Arrive 15 minutes prior to the childcare start time to prepare the room for receiving the children
3. Manage the 'sign-in/sign-out' process so that there is an accurate log of children in the nursery care and those authorized to pick up the children
4. Provide a welcoming atmosphere for children and their families as they arrive
5. Closely monitor the dismissal process, ensuring the children are released to parents or those authorized by the parents
6. Ensure the room is picked up and clean before leaving for the day
7. Report any incidents involving accidents or injury using the "Incident Report" form
8. Check in with the Church Administrator at the end of each childcare session to provide a brief recap
9. Communicate any concerns, issues, or suggestions to the Church Administrator

Accountabilities

- This position reports to the Lead Pastor and is accountable to the Vision Team and the congregation at large. This position will also be supported by the Children's Ministry Director.

Qualifications

- Has a genuine love for children
- Projects a positive, enthusiastic attitude while caring for children
- Has knowledge of child development and child supervision skills
- Has the physical capability to pick up children, hold them, play on the floor with them and assist them with various tasks
- Works independently, able to effectively problem solve situations that need immediate attention
- Communicates well with parents and children
- Ability to direct and supervise nursery volunteers
- Respects confidentiality of children and parents
- Articulates his/her faith with grace, gentleness, and clarity
- Willing to be an integral part of a team
- Demonstrable experience working in harmony with professional staff and congregation members