

BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



Nursery Director

Responsible to: Pastor of Student Ministries

General Job Description

Serve as the Nursery Director for all ministries of Berean Baptist Church

Skills and Qualifications

- Must be a member of Berean Baptist Church
- Must be in complete agreement with the church covenant and articles of faith
- Must remain actively involved in outreach and a church ministry
- Must be able to speak to visitors and members about Christ, the Gospel, and Bible topics as needed
- Must be able to pray with visitors or persons attending ministry activities
- Must adhere to the policies set forth in the employee handbook and employee expectations

The director must also possess a(n):

- Strong desire to serve in a distinctively Christian ministry
- Christian faith and commitment
- Genuine love for children and parents
- History of training and/or experience in working with young children
- Ability to relate well with both young children and parents
- High personal motivation, self-management, and detail-orientation
- Ability to take responsibility for meeting deadlines and making progress without direct supervision
- Computer skills in MS Office
- Strong people skills and an ability to work well with employees
- Satisfactory background check
- Pediatric CPR training and basic first aid procedures
- History of dependability

Responsibilities

- Set up and prepare all nurseries (NB-K5) for Sunday services. (Attendance sheets, Snacks, lessons, etc.)
- Open, close and oversee all nurseries with flexibility of helping in any of the nurseries as needed.
- Make sure KidCheck is running properly for all services and assist parents and visitors as needed with the check-in process on KidCheck.
- Monitor each nursery several times during each service.
- Maintain all nursery schedules.
- Find last minute substitutes as needed.
- Email attendance reports, First-time check-in report, and Nursery Volunteer Report
- Shop and stock supplies. (Cleaning, snacks, misc.)
- Oversee BBA nursery in conjunction with the Academy principals (Special Events)

Nursery Director Job Description (continued)

- Ensure BBA/BBC classrooms are cleaned in preparation for the school week.
- Ensure that all equipment and toys are cleaned on a regular schedule and are working properly.
- Establish policies and procedures for all nurseries. Update parent and volunteer handbooks as needed.
- Order and organize Sunday School curriculum for 2-year olds through Kindergarten
- Work with the staff toward ensuring a safe and a pleasant environment with age appropriate toys and activities
- Learn all parents' and children's names who use the nurseries
- Make decisions as to whether to call parents, according to parent instructions, in case of a child being distraught, ill or hurt, and be responsible to follow through
- Provide information, instructions and/or input on things that need to be taken care of in the nurseries. (items for replacement, toys, info such as new children attending)
- Wear name tag that allows all persons, including visitors, to identify them as the Nursery Director
- Help parents make transitions of their children from one nursery to another
- Oversee payment of those who work special event nurseries.
- Attend weekly staff meeting (Wednesday, 1:00-3:00p)

Managing Volunteer Staff

- Recruit and supervise a ministry team to provide nursery care in support of families attending BBC activities. These activities include, but are not limited to, Sunday morning, Sunday evening, Wednesday evening, choir practices, Thursday Ladies' Bible Study, and other ministry events
- Recruit and supervise First Class nursery once each session
- Lead the annual training to recruit and train nursery volunteers
- Be sure all new volunteers sign our Policies and Procedures Hand Out.
- Determine staffing requirements to meet activity scheduling needs
- Train volunteer staff (specific tasks, first aid, policies and procedures, greeting parents, etc.)
- Schedule volunteers to effectively staff each service and event.
- Contact all volunteers via text to ensure they are prepared to serve in their slot.
- Oversee excellence in all of the nursery ministry team
- Ensure background checks are performed for volunteer staff prior to them working the nursery

People coordination

- Visit with mothers who have recently given birth and determine specific support needs
 - Make hospital or home visits to celebrate with the family
 - Coordinate with the office staff to prepare a child's Bible with a message from the Senior Pastor for each child born to a Berean member
 - Prepare and deliver gift basket of items, to include the signed Bible, for the new mother and baby
- Follow up with parents as needed (accidents, illnesses, first visits, concerns, etc.)
- Hand out visitor bags for first-time guests who used the nurseries
- Coordinate with church staff for logistical support, scheduling issues, and budget planning
- Correspond with parents regarding special events, promotion Sunday, guest speakers, parent training events, etc.
- Research and provide resources for parents as requested