

BEREAN BAPTIST CHURCH

FAYETTEVILLE, NC



Assistant Nursery Director

Responsible to: Nursery Director

General Job Description

Serve as the Assistant 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
- Must possess a strong desire to serve in a distinctively Christian ministry
- Must have a strong Christian faith and commitment
- Must possess a genuine love for children and parents
- Must have history of training and/or experience in working with young children
- Must be able to relate well with both young children and parents
- Must have high personal motivation, self-management, and detail-orientation
- Must be able to take responsibility for meeting deadlines and making progress without direct supervision
- Must be able to work in MS Office products
- Must possess strong people skills and an ability to work well with employees
- Must be able to pass a satisfactory background check
- Must have and maintain pediatric CPR training and basic first aid procedure training
- Must have a history of dependability

Responsibilities

- Responsible for setting up KidCheck for Sunday early service and Wednesday evening
- Responsible for securing information, using KidCheck, from visitors with nursery-age children
- Oversees the care and security of 2-3 nurseries for early service and 3-4 nurseries for Wednesday evening service
- Responsible for implementing and reviewing nursery policies to ensure quality care for children
- Responsible for aiding the Nursery Director for the annual Nursery Volunteer Training meeting
- Responsible to be the substitute for the Nursery Director should she be unavailable
- Responsible for securing background check and Nursery Guidelines form from volunteers prior to serving
- Responsible for training new volunteers, if needed
- Responsible to shop for nursery snacks and supplies to restock items as needed

Assistant Nursery Director Job Description (continued)

Duties: Hours broken down

Scheduled Hours (5 Hours per week)

- Serve as Sunday morning early service supervisor
- Serve as Wednesday evening service supervisor
- Prepare Wednesday KidCheck reports

Flex Hours (5 Hours per week)

- Serve as supervisor for First Class Nursery
- Rotate the supervisory role for Ladies' Ministry Event Nursery with Nursery Director
- Maintain nursery bulletin boards (seasonal in rooms)
- Maintain nursery bulletin board in main hall with monthly updates (photos/Volunteer of the Month/Scripture)
- Coordinate nursery workers for early service and Wednesday evening
- Shop for and stock supplies as needed