



Updated - March 2021

Approved by Personnel Comm. - March 2021

Co-Nursery/Preschool Director Job Description

SUMMARY

Performs the duties of Nursery Director as a team. Ensures the nursery/preschool area is secure, nurturing environment where each child will see, hear, and feel the love of Jesus Christ and parents can feel confident their child will receive the highest quality of care and ministry.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Responsible to the Personnel Committee for developing, planning, implementing, and reviewing nursery/preschool policies to ensure quality care for children along with the Minister of Children and Families.

Responsible for:

- Working as a team in order to lead and supervise volunteer nursery workers and monitor ratio of workers to children. (1 adult to 3 children)
- The (2) co-directors will split up to 35 hours per month (usually 28-30) combined work in the nursery, supervising workers, and Director duties. Work will include Sundays, Wednesdays, and possible special events.
- Create a schedule in which both directors are able to actively participate in the worship service each week.
- Overseeing the care, maintenance, cleanliness, security, and safety of the nursery/preschool area and equipment.
- Making sure facilities are always aesthetically pleasing to parents and children.
- Assisting the development of nursery/preschool policies (i.e. sick children, discipline, and sign in/check out, etc.) in conjunction with Preschool and Children Committee and Minister of Children and Families and seeing that they are printed and maintained.
- Serving as point of contact for new families with nursery/preschool children and notifying church office or Minister of Children and Families with contact information to welcome families with letter and explain nursery/preschool operations.
- Notify Minister of Children and Families or church office of supplies that need to be purchased.

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- Relaying and implementing policies to any new volunteers.
 - Coordination of approved volunteers and workers with background checks, and using the assigned volunteers first before possible use of other volunteers as needed for ratio of workers to children.
 - Continuing Education and training (I.e. Ministry Safe, CPR, Heimlich Maneuver, etc.)
 - Follow the list of nursery/preschool volunteers provided by the church that have been approved and background checked
 - Planned absences must be given two weeks ahead of time and in case of last-minute illness contact the Minister of Children and Families at least one hour prior to shift in order to find a replacement.
 - When problems arise, notify the proper supervisor in a respectful manner by scheduling a meeting with them as soon as possible.