



Ministry Support Job Description

Assistant Nursery Supervisor

General Personal & Spiritual Qualifications

1. Profess personal faith in Jesus Christ as evidenced by spiritual growth and passion for God.
2. Model biblical integrity in the role and duties of the job. (Titus 2:7-8)
3. Model biblical community in relationships as described in the “one another” commands in Scripture.
4. Embrace Village's Mission, Vision, and Values – modeling a commitment to helping the church realize these goals.
5. Support a multi-staff and multi-cultural team ministry.
6. Be willing to honor and respect Village's doctrinal statement, covenant, position statements, and policies.

Job Specific Qualifications

1. Must love children and have prior experience working with children.
2. Must be physically able to lift and care for children.
3. Must be coachable and able to take direction from the nursery supervisor.
4. Must be current in CPR/First Aid Certification.
5. Must conduct himself or herself in accordance with the character of Christ when serving children and parents.
6. Must be at least 21 years of age.
7. Must be a Community or Covenantal Member of Village Church.

Primary Job Responsibilities

1. Assist Nursery Supervisor in the operations and activities in all 3 rooms, as assigned and/or directed by Nursery Supervisor.
2. Provide an environment where Christian principles are modeled and taught.
3. Supervise volunteer nursery staff.
4. Oversee all areas of operation in the nursery in accordance with nursery procedures and handbooks.
5. Maintain a neat, sanitary, caring, courteous, and safe nursery environment.
6. In the absence of the supervisor, assess the adult/child ratio, and either obtain additional help or release help.
7. In the absence of the supervisor, receive children, and contact parents if a problem arises, then return child(ren).
8. Be actively familiar with the needs and sensitivities of children and parents.
9. Encourage and model interactivity with the children.

10. In the absence of the supervisor, see that volunteers are welcomed in the nursery, understand their responsibilities, and are placed in appropriate locations.
11. In the absence of the supervisor be able to carry out all emergency procedures such as evacuations, lock-downs and lock-outs.
12. Be available to assume any role assignment directed by supervisor as need arises.

Relationships

1. Reports to Nursery Supervisor.
2. Receives an annual review from Nursery Supervisor according to the review policy established by the Personnel Commission.
3. Be ultimately responsible to the Director of Kids' Ministry.