

Hillside Church

JOB TITLE: Kids Nursery Director
DEPARTMENT: Hillside Kids
REPORTS TO: Children's Minister
FLSA: Non-Exempt Part Time

SUMMARY

The Kids Nursery Director works with parents, Kid Min volunteers, and partners with the Hillside Christian School to offer a comprehensive ministry sharing the gospel of Jesus Christ with parents and children 3 years and younger encouraging them to a faith in Jesus Christ. This ministry reaches out into the community as well as serving the families who are already present at Hillside. The Kids Nursery Director is responsible for coordinating and directing Sunday Morning Nursery and participating in execution of all Hillside Kids events. This position will support the vision of Hillside Church.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Recruit, train, equip, nurture and schedule volunteers for all nursery rooms for Sunday morning ministry
- Assist with the development of curriculum for nursery ages.
- Set up check in stations on Sunday Mornings.
- Implement and uphold proper diaper changing, safe sleep and other nursery policies.
- Prepare supplies and materials for nursery classes on Sunday Mornings.
- Assist the children's minister as needed for VBS.
- Attend all necessary scheduled meetings with kids and church staff.
- Assist with the execution and attend all Hillside Kid's Events.
- Develop and uphold procedures within the program which adhere to Ministry Safe standards and Church Safety and Security Procedures
- Maintain a clean, safe and nurturing environment for children and volunteers always, including keeping supply closets clean and organized.
- Responsible for purchasing supplies needed for nursery and interfacing with programs leads on shared material.

- Interface with Facilities Department for setup, maintenance, safety and cleaning of used spaces
- Develop and grow relationships among Hillside families and work to equip and empower parents to make Jesus a priority in their home.
- Assist the children's minister as needed

COMPETENCIES

- Highly Relational
- Exceptional Organizational skills
- Written and oral communication with volunteers, parents and congregation
- Ability to relate well with children and adults
- Ability to communicate the gospel of Jesus Christ to children and adults
- Ability to give direction and constructive guidance to others
- Ability to manage and develop volunteers
- Ability to teach in front of a large group
- Ability to work well with a team.

QUALIFICATIONS

- 3 years of experience in supervision of a children's program/ministry
- Active member of a local church, participating in worship, serving and giving.

PHYSICAL DEMANDS

- Able to handle walking, standing, bending or crouching for extended periods of time
- Able to lift and move up to 30lbs.

WORK ENVIRONMENT

Required to work in a noisy environment with many distractions.