

## Children's Ministry

### Nursery Supervisor – Part-time

#### Weekly Expectations

- Sunday morning hours: 8:00 – 12:00 noon
- Flexibility for phone-calls/scheduling outside of office hours
- Attend staff meetings

#### Job Description

- Manage staff and maintain required paperwork when necessary
- Schedule/remind nursery staff for Sunday mornings and weeknight events
- Meet with nursery staff quarterly
- Invest in the personal life of nursery workers to get to know them when possible on Sundays
- Be available to step in as needed when adequate staffing is not covered
- Oversee hiring of new nursery workers including documentation and orientation
- Fill out timecards and work with the finance department for scheduled payments
- Schedule, plan and attend annual Christmas party and other celebrations (baby showers, etc)
- Be available as needed for questions, support and coordination for non-Sunday morning childcare needs (remotely)
- Complete monthly shopping for nursery supplies
- Meet with Children's Director regularly