



Gathering • Gifting • Sending  
Followers of Jesus Christ

## Christ Lutheran Church Job Description

**Title:** Nursery Care Lead  
**Reports to:** Executive Pastor  
**Employment Status:** Part-Time  
**Date:** March 2017

### Position Summary

Responsible for providing a safe, clean, loving and consistent care environment for infants and toddlers during worship services and special congregational events throughout the year.

### Skills and Qualifications

1. Experience in caring for infants and children up to three years of age.
2. Knowledge of child development is helpful.
3. First-aid and CPR training.
4. Proven interpersonal and communication skills.
5. Proven organization, time management, and planning skills.
6. Excellent volunteer management skills including recruiting, training and supporting.
7. Demonstrated ability to maintain confidentiality and professionalism at all times.
8. Self-motivated and able to function with minimal supervision.
9. Ability to work professionally within a partnership that values strengths and gifts from assistant care personnel/volunteers.

### Duties and Responsibilities

1. Staffing
  - a. Secure an optimum roster of assistants and subs.
  - b. Supervise all nursery assistants and volunteers.
  - c. Work with Executive Pastor and the Personnel Committee on hiring, background checks, certifications, and any staffing or personnel issues.
2. Administrative
  - a. Attend "Safeguarding God's Children" training.
  - b. Maintain records and oversee compliance of policies and procedures.

- c. Provide a monthly calendar of events and scheduled nursery assistants to staff.
- d. Communicate with MOPS Manager about shared nursery space.
- e. Keep parent information letter/brochure current and available in the nursery for new users.
- f. Identify, track and communicate property management issues.
- g. Maintain a clean and welcoming nursery facility.
- h. Work with the Executive Pastor and Financial Administrator to ensure all nursery payroll and approve monthly timesheets have been reconciled.
- i. Secure all necessary cleaning supplies and snacks.
- j. Work with the Executive Pastor to develop and administer an approved annual budget for nursery ministry..
- k. Conduct nursery safety inspections, ensuring safety and age-appropriateness of toys and all equipment.

3. Staff and Congregational Responsibilities:
  - a. Participate in congregational and staff activities or ministries as appropriate/available, while demonstrating a desire to be collegial and share gifts and responsibilities.
  - b. Participate with church staff, the Lead Pastor and other church leaders in building up the Church as the body of Christ.
  - c. Promote the congregation's mission, vision, and goals.
  - d. Maintain relationships with staff and members of the congregation in a professional manner.
  - e. Communicate with Executive Pastor and Worship & Music Liaison on church council to provide updates for annual congregational meeting or any nursery issues that arise during the year.

### **Americans with Disability Specifications**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk, hear; taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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Employee Signature

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Date