

Rivermont Evangelical Presbyterian Church
Part Time Nursery Supervisor
Position Description
(January 2024)

REPC is searching for an outgoing and dedicated servant to lead and oversee the Nursery Ministry of REPC. This part-time staff member will report to the Executive Pastor and work with volunteers and paid nursery workers to implement ministry for infants through four-year-old children in accordance with the church's mission, vision, and values.

HOURS: Twenty hours weekly

PRIMARY RESPONSIBILITIES AND PRINCIPAL FUNCTIONS:

1. Welcome parents and new families and provide assistance in introducing their children to the Rivermont nursery. This warm reception includes direction to volunteer and paid staff on specific ways to warmly greet all parents and new families.
2. Staff and supervise volunteer and paid nursery workers for Session directed worship and discipleship ministries in collaboration with the Executive Pastor.

Current nursery ministry areas for infants up through four-year-old children: Sunday mornings during worship and Sunday School; Wednesday Rivermont Fellowship Night Bible Studies; Thursday Women in Ministry during main and small group sessions. Special nurseries may be requested by pastoral staff.

3. Coordinate an age-appropriate discipleship ministry to children in the nursery as directed by the Executive Pastor in consultation with Christian Education.

SPECIFIC JOB DUTIES:

Supervision Duties

1. Recruit, train, and evaluate volunteer and paid nursery workers in accordance with policies of REPC and the Nursery Ministry Guide.
2. Prepare and publish the volunteer church nursery schedule. Use technical tools, as sign-up software, and reminder texts, as needed.
3. Be present and/or available as lead supervisor, and arrange for an approved supervisor, as needed. An approved supervisor is a member of REPC who has the voice of the Nursery Supervisor and who has demonstrated a love for children and who has received training in the policies outlined in the Nursery Ministry Guide.
4. Guide introductions of family and children to their assigned nursery areas and related staff.
5. Ensure that paid/volunteer nursery workers are in place for their ministry to children and be available to assist with needs that may arise.
6. Delegate the clean-up of nursery rooms to paid staff according to their job description.

Administration Duties

1. Maintain approved policies and procedures as outlined in the Nursery Ministry Guide.
2. Communicate, with ministry staff, family highlights such as new babies, new/visiting families, and family needs while maintaining confidentiality as requested.
3. Manage the church nursery supplies, making requests for supplies as needed; report maintenance/house-keeping needs through approved process, ordinarily by completing a “repairs needed request” and placing in the Building Superintendent’s box.
4. Manage budgetary needs with communication to the Church Business Administrator and coordinate additional tasks with the Executive Pastor as needed.
5. Coordinate the management of nursery staff wages with the Executive Pastor in consultation with the Church Business Administrator and the Personnel Committees.
6. Maintain oversight of the nursery paging system.
7. Supervise periodic cleaning of church nursery toys and equipment.

MINIMUM QUALIFICATIONS FOR THE POSITION:

1. The Nursery Supervisor will reflect a love for Jesus Christ and His church and be a confirmed member of Rivermont Evangelical Presbyterian Church or be willing to transfer membership.
2. The Nursery Supervisor will exhibit exemplary integrity by building trust, maintaining confidentiality, and demonstrating professional, Christ-like care to children, families, and staff.-
3. The Nursery Supervisor will possess communication and technical skill to interact effectively with church staff and families.
4. The Nursery Supervisor will have strong interpersonal, organizational, and administrative skills to oversee a safe church nursery ministry for the Rivermont EPC community.