

Title

Nursery Supervisor

Purpose

To meet the physical needs of the infants and toddlers with loving warmth. To provide a clean, safe, efficient, and friendly service to the parents and children. To minister to the parents by providing encouragement and support.

Qualifications

- Attended East White Oak Bible Church for at least 6 months
- A growing relationship with Christ
- Ability to supervise the nursery and its staff on Sunday mornings
- A love and concern for infants/toddlers
- Ability to relate well to parents and nursery workers
- Availability to work one Sunday a month in the nursery
- Successful completion of the volunteer application process
- Committed to consistently abide by the Children's Ministry policies

Term of Service

One year

Responsibilities

- Arrive in the nursery 15 minutes before the service is to begin
- Supervise the check-in and check-out of children
- Check that all of the children's belongings are labeled
- Fill out Nursery Notes for each child
- Love and play with the children
- Comfort children who are crying
- Coordinate snack time, diaper changes, cleaning and disinfecting of toy and the room
- Take out garbage after the second service
- Put laundry in the basket
- Shut down the monitor system at the end of the second service
- Notify Nursery Coordinator of any needed supplies
- When you cannot be present, call one of the other supervisors to trade Sundays

Relationships

- Guidance given from Senior Associate Pastor
- Guidance given from Director of Children's Ministries
- Reporting made to Nursery Coordinator
- Guidance given to nursery workers and families of the children