

Job Title                               **Nursery Supervisor**  
Reports to:                               Director of Children's Ministries  
Employment Status:                   Part Time/Exempt. Time commitment estimated at 20 hours

### **Position Overview**

- The Nursery Supervisor is responsible for managing all aspects of childcare and programming for (Birth-PreK4) for SPC in accordance with the mission, vision and core commitments of SPC.

### **Principal Job Duties**

- Partner with the Director of CM to cultivate, ensure and maintain a safe, well supplied, life-giving and hospitable environment for children birth-PreK4 at SPC.
- Provide creative and innovative leadership in all aspects and environments of the nursery program.
  - Be present on Sunday and Thursday mornings (when applicable) and all other SPC events requiring childcare to provide a welcoming presence to families and direction to nursery volunteers and staff.
  - Organize and delegate nursery duties such that the supervisor is able to attend worship at least 3 Sundays a month.
  - Work alongside CM staff to actively recruit, train, encourage, and maintain healthy relationships with a team of adult volunteers to assist with all aspects of nursery.
  - Help CM staff compile current and relevant parent resources to aid in the discipleship of children.
  - Build and cultivate ongoing relationships with the staff, parents, and adult volunteers.
  - Work alongside CM Director to ensure implementation of age appropriate curriculum in all nursery teaching environments.
- Work alongside CM Director to ensure recognition of births in the congregation so that baby visits and meal support for the family may be scheduled by Administrative Assistant.
  - Keep weekly records of new families with nursery age children and provide info to Director of CM and Pastor of Shepherding of Young Families in a timely fashion so that they may follow up.
  - Maintain clear and consistent communication with staff, parents, and volunteers and outside organizations using SPC nursery facilities.
- Oversee all Nursery Staff.
  - Includes recruitment, training and management, routine staff meetings and individual staff development time, as well as development of job descriptions and conducting annual reviews.
  - Responsible for bi-weekly accuracy, approval and submission of hourly timekeeping records
- Work alongside the Director of CM to aid in request and stewardship of the nursery yearly budget.
- Work alongside the Director of Facilities to ensure physical environments are well stocked, clean and in good repair.
- Additional responsibilities as requested.

### **Required Job Skills and Experience**

- Highly relational, creative, responsible and trustworthy.
- Possess a love for God, children and desire to welcome and encourage parents.
- Collaborative work style with proven ability to recruit and train staff and volunteer leaders.
- Committed to and have a firm understanding of Southwood's mission to advance the Kingdom of God within a team-based ministry in order to effectively communicate that mission both inside and outside the church.
- Excellent decision-making skills as well as communications skills, both written and verbal.
- Ability to work both independently and collaboratively managing time and priorities to complete projects within deadlines.
- Experience related to nursery aged children preferred.

### **Education**

- High School Education required.
- Bachelor's degree preferred.

**(To apply for this position please email [derrick.harris@southwood.org](mailto:derrick.harris@southwood.org) and attach a resume)**