



Job Description: Nursery Director

Ministry Area: Discipleship

Reports to: Minister to Children

Works with: The Discipleship Team, MOPS Coordinators, Children's Ministry Team, Columbia Ministry Associates, Parents and Children

Supervises: Child Care Staff, Nursery Volunteers, MOPPETS Volunteers

Church Membership: Required

Spiritual Gifts: Compassion, encouragement, administration

Dispositions: Dependable, friendly, enthusiastic, organized, creative, delights in children, desires and pursues personal spiritual growth, acts to upgrade own professional knowledge and skills, exercises patience, common sense, and good humor to thrive within the pressures, competing priorities and demands of church leadership.

Skills: Management, leadership, knowledge of child development, strong written and oral communication, knowledge of or willingness to learn Columbia's database system and program management software.

Scope: The Nursery Director serves as a member of the Children's Ministry team to develop and implement the excellent care of children through the Sunday morning nursery (0-12mos) ministry and the childcare ministry during the week and for special events. This part-time position oversees the administration of the nursery and childcare ministries by recruiting passionate, skilled and professional staff and volunteers, by supervising staff and volunteers to ensure that best practices in early childhood education are utilized, by providing classroom resources and guidance for classroom management, by partnering with staff and volunteers to ensure health and safety checks of the classrooms utilized for nursery and/or childcare purposes are conducted prior to children's arrival and by, along with the staff and volunteer teams, communicating effectively with parents.

Specific Duties:

- Works with the Minister to Children to develop a cutting edge early childhood education partnership strategy between the church, childcare, and the home.
- Works collaboratively with the Preschool Director, Grade School Director, and the Child Development Center Program Directors to plan, develop, organize, manage and coordinate a consistent early childhood education program that is in keeping with Columbia's Philosophy of Education and Church-Home Partnership strategy.
- Develops and implements a strategy for providing an excellent warm welcome consistent with Columbia's core values to returning, visiting, and first time parents.
- Provides supervision of the staff and volunteer teams ensuring best practices in early childhood education are utilized through classroom observation, review of lesson proposals, and securing necessary equipment and supplies.
- Communicates professional training and development opportunities for staff and volunteer teams.
- Provides staff evaluation for the childcare team.
- Encourages and facilitates team building within and among the staff and volunteer teams.
- Ensures that all childcare classrooms maintain proper staff to student ratios required for VA State Licensing and are within the established personnel budget.
- Works with the Children's Ministry Team under the direction of the Minister to Children to plan, manage, and execute the budget.



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Specific Duties (cont.):

- Responsible for hiring childcare staff as necessary and in accordance with the Columbia hiring procedures.
- Maintains active participation with Columbia through regular worship, Bible study and fellowship.
- Coordinates and provides leadership of MOPS Kids, Wednesday morning children's Bible study and Wednesday night childcare programs.
- Other duties as assigned by the Minister to Children.