

Position Summary:

This part-time position serves the Lead Children's Pastor to ensure that a spirit of excellence is fostered throughout the kids ministries of Eastridge Church. The Nursery and Childcare Director is responsible to build and lead a team to care for babies and toddlers to establish, from the earliest age, a spiritual foundation rooted in Jesus Christ.

Reports to: Billy Massey, Lead Children's Pastor

Job Type: Part-Time, Non-Exempt, 15 to 20 hours per week

Nursery Director General Responsibilities:

The Nursery and Childcare Director serves to bring a spirit of excellence to the Eastridge staff by (including but not limited to):

- Staffing classrooms
 - Making sure that every service has well-qualified workers (Sat 5:00, Sun 9:00, 11:00, Wed 7:00)
 - Scheduling and communication
 - Appreciating and recognizing the service of our workers through cards, emails, and personal conversations.
- Recruiting
 - Actively recruit volunteers
 - Participate in Kids Ministry planning and execution
 - Following the interview and onboarding process with nursery volunteers
- Training
 - Participate in planning and execution of Team Nights
 - Scheduling and following through on orientation of new volunteers
 - Clearly communicating all expectations (arrive 45 min early, attend team huddles, and be in position 15 minutes before service)
- Equipping
Weekly updates and communicating with the Logistics Administrator managing volunteers, curriculum, and budget.
 - Curriculum
Sending teachers materials for class at least 3 days before their scheduled service time, and prepping or arranging prep of any necessary materials
 - Supplies
Making sure all supplies are well stocked and organized
- Environments
Weekly updates and communicating with the Operations Administrator managing environments and workflow.
 - Ensuring new families are warmly greeted and introduced to nursery procedure
 - Making sure the nursery is clean, inviting, and well organized
 - Looking for equipment that needs repair or replacing, communicating to facilities team
 - Keep an eye out for ways to better our environments
- Implementing policies and procedures
 - Bathroom and diaper changing policy, check in/check out procedures, emergency procedures, etc.

Childcare Director General Responsibilities:

The Nursery and Childcare Director serves to bring a spirit of excellence to our ministry events by:

- Coordinating childcare workers for department and non-department specific programs which require childcare, which includes but is not limited to:
 - Membership Class
 - Welcome to Eastridge Events
 - Women's Bible Study on Tuesday mornings
 - Celebrate Recovery on Thursday evenings
 - Kids Ministry Team Nights
 - Worship Nights
 - Prayer and Fasting Week – Break Fast Meal
 - Inspire Conference Evenings
 - Good Friday Service
 - Extra Easter Services
 - General Business Meeting
 - Leadership Awards Night
 - Gingerbread Night
 - Christmas Eve Service
 - Etc.
- Signing and turning in reimbursement forms for childcare workers
- Managing Childcare budget and communicating overages to the Lead Children's Pastor and Logistics Administrator.

Eastridge Kids Events:

The Nursery and Childcare Director will serve on the leadership team with the Children's Ministry Team to develop and execute weekly ministry, outreach and special events including (but not limited to):

- Day Camps (VBS), Easter Egg Hunt, Fall Festival, and Christmas Production/Jingle Jam

Education/Experience/Skills

- Demonstrated ability to perform highly detailed work with accuracy and efficiency
- Demonstrated organizational and problem-solving skills
- Excellent communication skills, verbal and written
- Experience with Microsoft Office products and comfortable with learning and using specialized software
- Able to lift, move, carry materials within reasonable weight requirements
- Supervisory experience preferred
- Proven ability to integrate and collaborate professionally with co-workers, leadership and volunteers

Working Environment

- Work is generally performed indoors in a typical office setting, event and outdoor locations
- Weekend and evening hours required
- Extra hours required for specialized projects

Lifestyle Standards

- Recognize, understand and agree to live by the spiritual, moral and ethical standards of Eastridge Church, as outlined in the Employee Manual
- Verbal and visual support of the vision of the Senior Pastor and church
- Read through weekly staff meeting notes to the CM Leadership Team
- Carry a "can-do" attitude
- When available, joins a Staff Chapel session with Pastor Steve