



Cliftdale UMC

Nursery Director Job Description

Job Title: Nursery Director

Position Type: Part-time, 2-3 hours/week

Send Application/Resume to:

Email: info@cliftdalechurch.org

Attention: Cliftdale Leadership Board

Mail:

Cliftdale United Methodist Church

4095 Stonewall Tell Rd.

South Fulton, Ga. 30349

Attention: Cliftdale Leadership Board

Job Description

The Nursery Director (ND) is a part-time ministry position for a loving, Christian, responsible person with the primary responsibilities of

- 1) Providing a welcoming and safe place for all potty-trained children (2-4 years of age)
- 2) Supporting the overall ministry of Cliftdale United Methodist Church in providing a safe space to which parents can entrust their children during worship or other events

The ND will be supervised by the Nurture Ministry Director, with ultimate accountability to the Staff Parish Relations arm of the Cliftdale Leadership Board. The ND must adhere to the policies of United Methodist Book of Discipline, the Cliftdale UMC Personnel Handbook, and The Safe Sanctuaries Guidelines of Cliftdale UMC, which are based on the guidelines of the United Methodist Church.

On-site work hours vary according to need; however, the ND will be present on Sunday mornings from 9:30am – 11:30 (approx.). Also, the ND will be offered additional hours for special occasions when a nursery is required (i.e., Weddings, funerals, meetings, special events, etc.).

\$30/hour; paid bi-weekly

Primary Responsibilities:

- Create welcoming and safe space for toddlers
- Help maintain clean, organized nursery space
- Ensure nursery is a place of joy, play, and friendship
- Ensure tables, toys, and other surfaces are cleaned and disinfected after use
- Ensure that if any bedding or other similar items are used, that they are placed in a designated place to be washed/disinfected
- If diapers are used, soiled diapers should be taken to outside dumpster once the period of childcare for that time has ended
- Nursery Director will be asked to support the overall ministry of Cliftondale UMC by staffing the nursery throughout the year for events requiring a nursery, including but not limited to weddings, funerals, meetings, special events, and other worship that do not take place on Sunday mornings (e.g. concerts, Good Friday, Christmas Eve)
- Attend staff meetings as requested by Lead Pastor
- Additional Duties as assigned by the Lead Pastor, Leadership Board, and Nurture Director
- Time off should be arranged with Nurture Director with at least two weeks' notice for anticipated absences
- Nursery Director is responsible for arranging for substitute when absent
- Ability to work with children, parents, volunteers, church members, and other staff

Accountable to:

- Nurture Director
- Leadership Board (annual evaluation)
- Lead Pastor

Education, Skills, and Experience Requirements:

- Proof of Bright from the Start: Georgia Department of Early Care and Learning (DECAL) Certification (*required*)
- Certification of First Aid/CPR (*must be current*)
- Certifications/Degrees related to Christian Education, Nursery Ministry, and/or Children's Ministry (*preferred*)
- High School/GED required, associate degree or higher (*preferred*)
- Genuine love and care for children
- Exhibits a spirituality reflecting Jesus' command to love God and neighbor
- Experience with nursery ministry in a local church (*preferred*)
- High-level organizational skills with attention to detail and cleanliness

Mission: To make disciples of Jesus Christ for the transformation of the world

Vision: To Connect Christ to Community by loving people to life

Core Values: Faith, Authenticity, and Excellence in all we do