



MATTHEWS UNITED METHODIST

MATTHEWS UNITED METHODIST CHURCH
JOB DESCRIPTION
2023

TITLE: United Kids Nursery Coordinator

FLSA STATUS: 20 Hours Non-Exempt

EXPECTATION:

It is expected that each member of the MUMC staff will worship regularly; will attend to their spiritual growth through participation in a small study group or regular devotional time and through the discovery and employment of their spiritual gifts; will give regularly in support of ministry; will pray for the ministry and mission of MUMC; will participate in continuing education activities related to the appropriate areas of responsibility.

PRIMARY FUNCTION: Oversees the nurseries and preschool ministries so that the mission of Matthews UMC of Reach, Teach and Serve may be fulfilled.

SUPERVISION RECEIVED:

Works under the direction of the Director & Associate Director of Age-Level Ministries and Staff-Parish Relations Committee

SUPERVISION EXERCISED:

Direct supervisor for the following staff positions (if applicable): Ministry volunteers and paid nursery workers.

QUALIFICATIONS:

EDUCATION: High School Diploma

EXPERIENCE: At least two years of Children's Ministry experience

SKILLS: Ability to work well with people; exercise sound, mature, Christian judgment; flexible and organized; Maintains confidentiality of sensitive information without exception.

KNOWLEDGE: Familiarity with Preschool-age level curriculum; Child Development issues; Employee management issues; Safety procedures including CPR & First Aid

PERFORMANCE RESPONSIBILITIES:

1. Assists with the development and implementation of United Kids Ministry goals along with the rest of the United Kids Team.
2. Develops and oversees budgets along with the Associate Director of Age-Level Ministries relating to Nursery ministries.
3. Supervises the paid nursery and volunteer workers. Including being present on Sunday mornings from 7:30AM - 2PM to support paid nursery staff and volunteers.
4. Maintains the necessary records for workers in the nursery and preschool areas.
5. Coordinates volunteers, curriculum and lists for Sunday morning classes for ages under 4.
6. Provides necessary training for workers in the nursery and preschool areas alongside of the Associate Director of Age-Level Ministries.
7. Receives and arranges requested childcare.
8. Purchases supplies for nursery.
9. Maintains a list of names for new babies born to members/prospective members of the church and to supply the membership secretary with that information.
10. Is available on-call after hours for problems in area of childcare.
11. Organizes volunteers for the New Baby Blanket Ministry. Prepares and delivers the new baby baskets.
12. Assists with Nursery support and programming for VBS.

- 13. Oversees the assembly and organization of volunteers for Kids Worship Bags.
- 14. Attends all staff and leadership meetings as required.

LINE OF AUTHORITY: Associate Director of Age Level Ministry, Director of Age-Level Ministries, Staff Parish Relations Committee

NOTE: The responsibilities identified above are not intended to be all-inclusive. There are numerous tasks essential to the successful fulfillment of our mission to *Reach, Teach, Praise* and *Serve* in the name of Christ; therefore, an employee may be assigned other related projects by the supervisor, team leader, or the Staff-Parish Relations Committee.

TERMS OF EMPLOYMENT:

At-Will; (20 hours - to include at least 6 hours on a Sunday) Part-time, Non-Exempt

EVALUATION:

Performance will be formally reviewed annually. The review of this job description will be a part of the annual review.

Employee	Date
Supervisor	Date
Representative, Staff-Parish Relations Committee	Date