**BURNT FACTORY UNITED METHODIST CHURCH**

1943 Jordan Springs Road

P O Box 399

Stephenson, VA 22656

540-667-4993

www.burntfactory.org

**Nursery Director Position**

$7,500.00 annually.   Average 8-10 hours a week.

**Ministry Purpose:**

To provide safe, secure, nurturing, clean and efficient care to our children while following the Safe Sanctuaries policies set by the Virginia Annual Conference of the United Methodist Church.

*Early childhood is the best time to build a God-centered worldview for children.*

**Basic functions:**

* Scheduling staff in the nursery and ensuring proper coverage that follows the Safe Sanctuaries guidelines.
* Training of new hires and volunteers in the nursery area.
* Work with the Minister of Children and Family to establish & implement policies and procedures in the nursery.
* Responsible for implementing policies and procedures.
* Manage intake/outtake of children on Sunday services and any special or evening services with the current check-in system.
* Engage with children in the nursery through crafts, music, games and stories to teach the children basic Christian fundamentals.
* Manage staff/volunteer time with the children during services.
* Rotation, organization and cleansing of classroom, toys, furniture and other nursery items.
* Communicate supply needs to Minister of Children and Family.
* Report any personnel issues to Minister of Children and Family.
* Issuing of paperwork to new families/visitors.
* Management & organization of curriculum & nursery files.
* Appropriate care of children including diaper changes and feedings if necessary.
* Maintain adequate supplies & inventory for the nursery & children’s Ministry activities.
* Procure supplies & materials for the nursery & for teachers.
* Assist with planning and set up of child activities (ie: Church picnic, VBS, family fall fun festival, Christmas play, evening services, Easter activities and egg hunt). This includes purchasing of supplies for events, gathering of volunteers and set up/clean up.
* Coordinate volunteer gifts on 5th Sundays and larger events (VBS, Camp, Christmas play).
* Provide assistance to Minister of Children and Family when needed.

**Additional Functions:**

* Ensure that only nursery staff and approved volunteers are permitted in the nursery classrooms.
* Visitors to the nursery classrooms need to be limited to parents and guardians of children who wish to tour the nursery rooms for potential care.
* All volunteers/substitutes need to be approved by the Minister of Children and Family.
* Working alongside parents to ensure the best teaching/learning opportunities.
* Praying for and with the children