



## **First Evangelical Free Church Ministry Description Nursery and Administrative Supervisor**

**The Nursery and Administrative Supervisor position is an important part of First Free ministry and supports the mission by teaching nursery age children to love God, love others, and live wisely in partnership with parents. The Nursery and Administrative Supervisor also leads and equips administrative volunteers and supports the Kid Connection staff.**

### **Job Description Summary**

The Nursery Supervisor and Administrative Assistant's primary responsibilities include:

- Providing vision and leadership to nursery aged children
- Leading and equipping administrative volunteers and KC Friend volunteers
- Managing ministry items in the database and the check-in system
- Supporting the Kid Connection staff.

### **Specific Responsibilities**

#### Leadership

- Develop Nursery Ministry in accordance with needs and trends in infant and early childhood development, education and spiritual formation.
- Work with coordinators to develop KC Friends in accordance with needs and trends special education childhood development and spiritual formation.
- Support volunteers through Sunday morning interactions, as well as personal contact, cards or phone calls.
- Train nursery ministry team members in specific skills necessary to their responsibilities.
- Reinforce the Kid Connection and First Free vision at every opportunity with leadership teams and volunteers.
- Work in conjunction with Director to implement new programs and support venues for parents.

#### Recruiting

- Continually cast the vision for ministry to children seeking to place volunteers in accordance with their giftedness and desire.
- Recruit and maintain a quality coordinator leadership team.
- Recruit and develop volunteer teams for the school year (9-month commitment) and summer (3-month commitment). This includes Nursery, Registration Desk, and KC Friends
- Fill in as needed to supervise paid childcare events.

### Nursery Management and Administration

- Oversee the Sunday morning check-in system, and the team of registration desk volunteers in the main Kid Connection lobby and at the Nursery desk.
- Review and recommend curriculum to the Children's Ministry and Family Director in accordance with the objectives stated in the discipleship process.
- Maintain appropriate number of volunteer ratios needed to serve children with excellence.
- Schedule all volunteers and help find substitute caregivers when necessary.
- Ensure that appropriate health, safety and security procedures are established and followed, including criminal background checks for volunteers, training on child abuse and protection, health issues, and other procedures to ensure the safety and security of children in the department's care.
- Maintain current student/ministry team member class lists, moving students to different classes as they reach developmental milestones.
- Comply with Kid Connection goal of providing a welcoming, engaging environment by updating hallway and classroom decorations and bulletin boards.
- Manage usage and upkeep of all Nursery areas, classrooms, toys and equipment for cleanliness and safety, purchasing and discarding items as necessary.
- Laundering of smocks, sheets, and blankets.
- Prepare rooms for Sunday morning.
- Maintain supplies (diapers, snacks, drinks, wipes, etc.) and ensure that nursery rooms are fully stocked.
- Oversee ministry for effectiveness noting areas in which volunteers need training.
- Communicate with Kid Connection Director regarding positive stories, potential problems/conflicts or concerns of parents.

### Other Management and Administration

- Serve as Kid Connection receptionist.
- Learn ACS database and become proficient in producing necessary reports. Explore database for maximum efficiency in usage and arrange for training.
- Work with and communicate often with KC Friend Coordinators, ensuring they are prepared for ministry to children with special needs. In the absence of KC Friend Coordinators oversee the recruiting and KC Friends ministries on Sunday morning.
- Work closely with and provide administrative support for Kid Connection Director and Supervisors in filing, making conference arrangements, and general requests.
- Conduct weekly shopping trips to purchase supplies KC Supervisors need for ministry.
- Produce monthly expense reports for Director.
- Conduct research into various projects as requested.
- Copy and distribute visitor registration sheets.
- Run attendance in the database, turning in Kid Connection numbers to main office in timely manner.
- Anticipate, direct and keep projects moving forward, promoting balance and efficiency in office time and tasks.
- Coordinate ministry calendar, anticipate and submit requests based on previous years' submissions.
- Using lists provided by Supervisors, input children into the correct class for fall and summer programs. And keep rosters updated with new students and students who are no longer attending.
- Produce orientation notebooks for each division.

- Maintain supply of standard forms for staff and volunteers.
- Be acquainted with the copy machine and call for service when necessary.
- Troubleshoot and solve office technical problems.
- Ensure that appropriate safety and security procedures are established and followed, including criminal background checks for volunteers, training on child abuse and protection, health issues, and other procedures to ensure the safety and security of children in the department's care.
- Communicate with Kid Connection Director. Keep her/him informed of positive stories, potential problems/conflicts or concerns of parents.

## **Personal Qualifications**

### Character and Commitment

- Has a clear Christian testimony and a vibrant and growing personal commitment to Jesus.
- Loves children and understands the value of ministry to children.
- Committed to the vision, values and beliefs of First Free Church and Kid Connection.
- Takes initiative and is able to work independently.
- Team-oriented - able to work with a team of staff and volunteers.
- Has a teachable heart and cooperative spirit; possesses a willingness to develop professionally and learn with a "can-do" attitude.
- Possesses strong relational skills and is able to recruit, equip and build teams.
- Able to organize program and supervise leaders.
- Committed to serve God wholeheartedly and with excellence.

### Minimum Qualifications

- Excellent communication skills.
- Has a minimum of two years' children's ministry experience, as well as knowledge of the needs and abilities of children ages 0-3 and their families.
- Work in the Kid Connection office 20 hours during the week.
- Excellent organization skills.
- Complies with a background check.
- Computer literate.