Church of the Open Door

Position: Children's Ministry Assistant - Nurseries
Classification: Part Time/Campus Specific
Reports to: Children's Ministry Director
Edit Date: 6.6.2022

Qualifications:

- An evident heart and love for God and His church.
- Membership at Church of the Open Door (or willing to become a member).
- A heart to see our church reach its full potential as we seek to help children and families discover life change through Jesus.
- The ability to care for infants, toddlers, and preschoolers.
- The ability to recruit, manage and encourage volunteers.
- The ability to clean and organize with an eye towards safety.
- The ability to understand and implement curricula.
- The ability to interact with parents and extended families.
- The ability to use technology and web-based data management systems.
- Experience in early childhood and/or church related children's ministry preferred.

Anticipated work time: Part-time, 10 hours per week

Job Summary:
The Children's Ministry Assistant - Nurseries will assist with nursery and early childhood programming, resources, and supplies. This person will care for infants, toddlers, and preschoolers, coordinate with volunteers in those ministries, and act as a liaison for the Children's Ministry Director with the families who engage in nursery programming.

Description of Responsibilities:

- Be present for duration of children's programing on Sunday and midweek service times.
- Assist with the recruiting of volunteer nursery staff sufficient for program needs.
- Organize and disseminate supplies and resources
- Assist the Children's Ministry Director with welcome procedures and new visitor follow-up.
- Implement Children & Family Ministries policies and procedures.
- Organize, sort and clean nurseries to return them to a ready state for upcoming services.
- Complete weekly laundry for nurseries.
- Keep track of cleaning and/or nursery supplies that may run low.
- Attend regularly scheduled department and campus staff meetings, if asked.
- Other duties as assigned.