

OAKHILLS

C H U R C H

Our Mission: *We are the Body of Christ called to be Jesus in every neighborhood in our city and beyond.*

Our Values:

- Unity:** We seek to promote unity in the Body of Christ
- Grace, Truth and Faith:** We offer grace, stand for the truth, and live by faith.
- Family:** We embrace the family as the core teaching and discipling center.
- Inclusivity:** We invite all people to belong to Christ’s community regardless.
- Every Believer a Minister:** We view every believer as a minister.
- Prayer:** We seek God in all decisions through prayer.
- Neighborhood:** We organize our efforts around neighborhoods.

Job Title:	Nursery Director	Status:	Part-Time (25 hours)
Department:	Campus Life-Children’s Ministry	FLSA:	Exempt
Reports to:	Family Minister	Job Class:	Professional
Direct Reports:	Volunteers and Volunteer Leads	Minister Designation:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
Work Week:	Sunday - Thursday	Driving:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO

I. **Job Summary:** This role serves the Oak Hills Church (OHC) Campus by providing a well-structured ministry that includes Bible teaching and care for babies ages three months through two years. In addition, this position is responsible for the recruitment, equipping and administration of qualified volunteer coordinators, greeters, teachers, helpers, and parent helpers.

II. Primary Duties and Responsibilities:

1. Coordinates nursery program by fostering a positive learning environment and provides quality teaching and care for children ages three months through two years of age.
2. Recruits, interviews, and evaluates candidates to develop a list of dependable volunteers. Responsible for ensuring all volunteers go through appropriate application and background checks.
3. Trains volunteers in policies, procedures, teaching methods, curriculum, etc.
4. Ensures designed classrooms are ready to receive children fifteen (15) minutes prior to the worship service. Ensures classrooms are sanitized after each use. Inspects for health and safety hazards and ensures the environment is appropriate for babies. Prepares accident and injury reports as needed.
5. Supervises all nursery volunteers and provides guidance on an as-needed basis. Provides classroom assistance when needed.
6. Ensures proper requests for building usage are submitted. Opens, closes, and secures classrooms and monitors usage and assignments.
7. Conduct tours of the nursery wing and explain program and policies upon request.
8. Resolves issues or problems that often require assessment, thoughtful reasoning, and on-the-spot decision-making. Responds to parent questions and requests as needed.
9. Attends all regularly scheduled meetings (All-Staff, Children’s Ministry, Family Ministry, etc.).
10. Maintains supplies, materials, equipment, and furniture for classrooms.
11. Evaluates program strengths and weaknesses to plan for improvements. Tracks attendance of children and volunteers.
12. Oversees the OHC Milestone Baby Blessing to include a parent training workshop, blessing time in the Worship Center, and reception following the blessing portion.

13. Other duties and responsibilities as assigned.

III. Minimum Qualifications:

1. High School Diploma or GED. College degree preferred.
2. Two (2) years of experience as a Nursery Director or Childcare Director or related field. Church experience preferred.
3. Or equivalent combination of education and experience
4. CPR and First Aid Certification.

IV. Knowledge and Abilities:

1. Knowledge of Christian biblical foundation and principles.
2. Knowledge and understanding of infant to toddler learning and development stages.
3. Knowledge of health and safety requirements.
4. Knowledge of relational intelligence, grace and cross cultural sensitivity.
5. Knowledge of computer office applications and equipment.
6. Knowledge of English grammar and vocabulary.
7. Knowledge of facility and office management and Cradle Roll teaching curriculum.
8. Ability to work independently with limited supervision.
9. Ability to work with a team of Children's Ministry Directors.
10. Ability to lead a team of qualified volunteers.
11. Ability to work with children and adults.
12. Ability to communicate clearly and effectively in both verbal and written communications.
13. Ability to establish and maintain effective working relationships with staff, church members, and ministry volunteers.
14. Ability to perform all the physical, intellectual, and analytical requirements of the position including decision-making.

V. Physical Requirements and Working Conditions:

Occasional lifting and carrying up to 30 pounds; visual acuity, speech and hearing, hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting, and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

VI. OHC Staff Expectations:

1. Active and personal relationship with Jesus Christ.
2. Actively practices personal spiritual disciplines and leads with humility, character and love.
3. Personally engaged with OHC mission, vision, and strategy.
4. Actively engaged in the OHC mission to be Christ in your own neighborhood.
5. Attend Life with OHC and become an OHC member within six months of employment.
6. Partner with other departments to lead, promote, and implement ministry initiatives and events.

Revised: July 2017