

JOB DESCRIPTION OF NURSERY SUPERVISOR

Principal Function: The Nursery Contact will supervise all nursery attendants and in their absence provide child care for all activities of Hillside Christian Church.

I. Specifically:

1. See that nursery is staffed on Sunday mornings.
2. Put together volunteer teams to work in nursery on Sunday mornings.
 - A. One team to rotate on a regular basis, once a month to work with paid attendants.
 - B. One team of persons to call on for fill in.
3. See that the baby nursery supplies are maintained.
4. Supervise paid attendant and volunteers.
5. Be responsible for getting nursery attendant for all church functions, activities or meetings, such as board meetings, fellowship dinners, etc. (Is not responsible for providing attendant for individual group activities, such as D.W., youth meetings or class parties unless contacted by class or group.)
6. Provide church accountant with budget voucher information. Nursery Contact will be responsible for turning in budget vouchers so attendants will be paid.
7. Is responsible for seeing that the rosebud is given to the family when the Lullaby is played for a New Baby. If no family member is present, take it to the home.
8. See that the Parents Packet Material "This Child of Ours" is delivered before birth and every three months for 2 years, at church, in their home or mailed. (This is for first child only per Education Committee.)
9. Primarily responsible to the Children's Minister.
10. The Nursery Contact shall be an ex-officio member of the Christian Education Committee.