

**JOB DESCRIPTION FOR NURSERY DIRECTOR**  
**Salem United Methodist Church, Cedar Rapids**

**Job Title:** Nursery Director  
**Status:** Part-time approximately 4 hours per week  
**Supervisor Title:** Lead Pastor  
**Date Prepared/Revised:** March 24, 2023

The primary purpose of this position is to provide safe, secure, and nurturing care to all nursery children at Salem United Methodist Church.

**RESPONSIBILITIES:**

- Manage the Salem nursery from the hours of 8:45 until 12:15 on Sunday mornings, and possibly during other special services (Holiday services, weddings, funerals, etc.), and occasional Wednesday evening activities as negotiated with the Pastor.
- Schedule and communicate with volunteers to assist in staffing the nursery in compliance with safe sanctuary policies
- Protect the physical and mental safety / security of each child.
- Ensure that each child is checked in/out appropriately.
- Feed, change diapers, and assist children in the restroom as needed.
- Play with children, read to them as appropriate, and exhibit Christ-like patience and love.
- Immediately inform parents of any emergency situation during nursery hours, including but not limited to child sickness or injury.
- Clean and straighten the nursery as required during nursery hours and after the children leave.
- Recommend any nursery supplies (diapers, toys, etc.) or maintenance requests to the Leadership Council and / or Building Superintendent on an as-needed basis.
- Cheerfully interact with parents and inform them of any pertinent information.
- Always communicate to parents any diaper or feeding events.
- Ensure that each child is picked up by their parents or guardians prior to leaving for the day.
- Act in accordance with all Federal, State, and City regulations.
- Report any suspicious activity regarding a child's health or well-being to the Pastor.

**TERMS OF EMPLOYMENT:** Works approximately 4 hours per week year-round. Salary is starting at \$10 an hour. Compensation is paid bi-weekly (26 times a year). In general, staff members must have approval to be gone during holy days (Christmas Eve, Ash Wednesday, Holy Week, etc.). All staff are afforded 3 weeks of paid time off (PTO). Overtime, medical/other fringe benefits, and pension/other retirement compensation are not included.

**QUALIFICATIONS:**

- A follower of Jesus who loves God and loves others
- Desire to serve the Lord through the care and well-being of nursery children.
- Maintain healthy priorities in life, including spiritual disciplines, readiness for learning, investing in key relationships, vision for the future, eating and exercise (D.R.I.V.E.)
- Be loyal to the mission and vision of the Salem UMC and always protect the unity of the church

- Self-starter able to operate independently without supervision
- Warm-hearted, gregarious, and gifted at networking
- High level of relationship skills, including exercising compassion, grace, tact, and diplomacy
- Experienced provider of care for children of all ages.
- Trained in first aid, including CPR and the Heimlich maneuver.
- Ability to communicate and listen well.

JOB EVALUATION: The Nursery Director will be invited to meet with the Pastor and/or Staff-Parish Relations Committee (SPRC) yearly to evaluate fruitfulness and make changes as necessary. The job description will be reviewed periodically and in association with any pastoral change. Please note: Job descriptions at Salem United Methodist Church are not intended to fully specify or limit the tasks that may be required of each employee. This description must not be perceived as a definitive work statement. Although each job description roughly defines the current focus of activity for a given position, that focus may be changed at any time, depending on the evolving needs of the church and the gifts of the staff person.

#### CONDITIONS OF EMPLOYMENT:

- 90 day probationary period with evaluation at end of that time period
- In all things must be consistent with Salem and The United Methodist Church
- Consent to criminal background check
- Continue growth and training when possible through conferences, online training, etc.
- The Pastor has the authority to hire and fire. Most often this will happen in consultation with the Staff-Parish Relations Committee.

Please email cover letter and resume to Rev. Matt German at [mattgerman@salemchurchcr.com](mailto:mattgerman@salemchurchcr.com) or inquire at [salemchurch.life](http://salemchurch.life)