

**Shepherd of the Hills United Methodist Church
920 W. Tonaquint Drive, St George, Utah 84770**

JOB DESCRIPTION - Nursery Supervisor

Status	Part-time, approximately four (4) hours per week (occasionally may work additional hours, if necessary, at a comparable rate)
Schedule	Sunday mornings and special events as requested.
Benefits	None.
Supervision	Works under the direction of the Pastor or his/her designee. Provides direction to the volunteer assistant.
Orientation & Evaluation	The orientation period is six (6) months, after which the position will receive a review and evaluation, followed by periodic evaluations.

Position Overview

The Nursery Supervisor supports the childcare program by overseeing a clean, safe, and secure environment for children. Oversee Nursery Attendant or Volunteer Parent if present.

Basic Functions and Duties

1. Ensure a secure, safe, inviting, and nurturing atmosphere for all children.
2. Provide registration forms to obtain information regarding allergies, restricted adult contact and other concerns. Ensure that forms are completed for all new children, and updated as required.
3. Verbally advise other attendants of any adult contact restrictions and conspicuously post allergy alerts.
4. Provide and maintain attendance sign-in/out logs; archive all past logs.
5. Maintain control of the children, use age appropriate and non-physical discipline, if necessary, ie. Time Out, and report unusual behaviors to the parent/guardian.
6. Prepare and provide weekly lessons and craft activities; read stories.
7. Provide escort and assistance to the bathroom when needed, ensuring health standards are taught and demonstrated.
8. Usher the children to the front of the sanctuary for the children’s sermon during the worship service.
9. Clean up and organize the room after the children have been picked up and signed out by a parent or guardian.
10. Maintain up-to-date files for the childcare program.
11. Maintain the room in a neat and presentable condition.
12. Request supplies and/or materials as needed for proper and efficient operation.
13. Provide basic medical care as needed.
14. Other duties as assigned.

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Minimum Qualifications

Age: Must be 18 or older, unless an adult volunteer is in attendance.

Education: High school diploma or equivalent preferred.

Language: Must speak, read, and write English well.

Experience: Professional or life experience teaching or caring for children is preferred.

Background Check: Pass a background check arranged and paid for by the SHUMC.

CPR Certification: Have current Child and Infant CPR certification. SHUMC will arrange and pay for certification class.

Church Policy: Understand and sign the SHUMC *Child Care and Protection Policy*.

License/Transportation: Possess a valid driver license and/or have available a reliable means of transportation.

Knowledge, Skills, and Abilities

Knowledge of:

1. Developmental needs of & care requirements for preschool and early elementary-age children.
2. Craft ideas appropriate for preschool & early elementary-age children.
3. Appropriate conduct for preschool & early elementary-age children.
4. Basic medical procedures to attend to minor cuts and scrapes.

Skills in:

1. Presenting/demonstrating craft activities to preschool & early elementary-age children.
2. Providing age-appropriate non-physical discipline to preschool & early elementary-age children.
3. Supervising the Nursery Attendant or adult volunteer.
4. Written, verbal, and interpersonal communications.

Ability to:

1. Learn & apply procedures & policies applicable to the position.
2. Establish & maintain effective working relations with the children, parents/guardians, church staff, officials, members, and the public.
3. Maintain confidentiality.
4. Work independently with limited supervision & exercise independent judgment to meet variations in assigned tasks.
5. Interpret instructions provided in written, verbal, diagrammatic, or schedule form.
6. Diagnose & resolve problems pertinent to the position or, if unable, refer them to the supervisor.

Working Conditions

Work is performed primarily in a typical indoor environment. The position may include stooping, crouching, bending, etc. Medium physical strength is required for occasionally lifting.

Equal Opportunity Employer

Shepherd of the Hills United Methodist Church is an equal opportunity employer. As such, there will be no discrimination because of race, color, sex, marital status, age, national origin, or disability. Such equality shall be demonstrated in the following: employment, promotion, demotion, recruitment, layoff, termination, and compensation. This policy applies to all terms, conditions, and privileges of employment.