



Job Description

Title: Harbortown KIDS Nursery Associate

Time Commitment: Part-time (Hourly)

Supervisor: Harbortown KIDS Director

Purpose of the Job

The Harbortown KIDS Nursery Associate is responsible for the direction, coordination, and vision of all elements of the Harbortown KIDS Nursery department (birth through 2 year olds) and their families. The associate serves on a senior leadership team for Harbortown KIDS, and recruits, trains, and equips the Nursery volunteer staff and leaders for comprehensive weekend programming. Also, the associate provides creative leadership of various family activities that enhance spiritual growth environments.

Essential Job Responsibilities

- Collaborates with the Creative Planning Team members to develop age appropriate curriculum for birth through 2's.
- Builds, develops, and directs Nursery teams to deliver quality learning environments to Harbortown families.
- Oversees the first steps of faith in the nursery families through leading the Family Dedication classes, ceremonies, and follow-up process.
- Oversees physical environment and resources necessary for effective weekend learning.
- Attends and participates in planning/leading all Children's Ministry related meetings and staff development meetings (Conferences, Creative Planning Team, the NEXT meeting, Core Team, New Staff Training, Prep Party, all Staff Meetings, etc.)
- Leads in the growth and expansion of the Nursery department as the church continues to increase in number.
- Casts vision, implements church strategies, and positive volunteer culture into the Harbortown department.
- Helps to train and empower volunteers in systems and tools (like creating curriculum, the church database system, and Planning Center).
- Shepherds the service coordinators and other high level volunteers, while teaching them to shepherd those serving underneath them.
- Collaborates with Harbortown Staff to develop future vision and strategy, while applying it to the Early Education Department in a non siloed manner.
- Participates in the creative planning and execution of Harbortown events throughout the year.
- Coordinates childcare for Whitewater which includes staffing, timecard submissions, and responding to Resources.
- Performs other duties as assigned by Harbortown KIDS Director.

Job Skills

- *Administration:* Works primarily on systems and processes that support Sunday mornings/Nursery ministry.



WHITEWATER CROSSING CHRISTIAN CHURCH *est. 1916*

- *Leadership:* builds teams, encourages and lifts up volunteers, promotes volunteers to higher leadership roles.
- *Teamwork:* Works in unity with the Harbortown staff leaders, other staff members, and volunteers.
- *Communication:* works to show the vision and mission of the church throughout the ministry.

Requirements

- Flexible with hours when needed
- Acceptable Background Check
- Shows the fruits of relationship with Jesus- lives a life of integrity, joy, love, patience, etc.

Skills and Abilities

- Preferred ministry experience
- Passion for children and families
- Strong organizational skills and flexibility
- Ability to build and lead volunteer teams
- Effective communicator