



JOB DESCRIPTION

Position: **Nursery Assistant**

Reports to: **Nursery Coordinator**

Position Status: **Part-time, non-exempt**

Department: **Children's Ministry**

Effective: **August 2011**

Position Number: **RC-33-11**

Posting Date: **August, 17, 2011**

1st Closing Date: **August, 24, 2011**

Position Summary: The Nursery Assistant is responsible for ensuring the administrative and practical needs of the Nursery Department are addressed and completed in preparation for Sunday.

Job Responsibilities and Duties:

1. Provides weekday assistance in preparation for Sunday services, including but not limited to making copies, cutting crafts, purchasing and gathering supplies, sanitizing toys and linen, maintaining work room, organizing classroom cubbies and other miscellaneous tasks.
2. Assists with day of Sunday service operations including classroom setup (unlocking doors, removing hazardous items and ensuring correct items are in place).
3. Assists Nursery Coordinator in maintaining classroom safety by ensuring each classroom is staffed adequately and that no adult is left alone with a child.
4. Collaborates with Nursery Coordinator in the planning of special events and programs (i.e. Camp Rock, Toys for Joy, Vision Night, Fall Kick Off, etc.).
5. Facilitates interviews of new volunteers.
6. Maintains Fellowship One (volunteer database).
7. Provides Sunday assistance in the nursery as needed; remains available for volunteers.

The above summary of duties represents the major tasks and duties. This is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks under the direct supervision of the Nursery Coordinator.

Job Skills and Requirements:

1. Christ-centered behavior (treating people with dignity, respect, compassion and integrity at all times).
2. Previous children's ministry experience preferred.
3. Excellent interpersonal skills with experience in conflict resolution.
4. Excellent verbal and written communication skills. Legible writing skills.
5. Strong organizational skills.
6. Familiarity with MS Windows operating system: MS Word, MS Excel, Internet Email and Internet usage.
7. Intermediate typing skills (40 wpm).
8. Self-motivated and flexible.
9. Ability to work independently or in a team-oriented environment.
10. Ability to recognize and maintain confidentiality as appropriate.
11. Maintains a Class B driver's license and an acceptable driving record (in accordance with the employee's auto insurance carrier and less than two DMV points on driving record).

Expectations of Staff:

1. Christ-centered behavior at all times. i.e. treating people with dignity, respect, compassion and integrity.
2. For all grievances, follow Matthew 18 and Ephesians 4:15.
3. Proactive participation in the Strategic Ministry Model.
4. Successful completion of a background check.
5. Pleasant and professional personality and appearance.
6. Regular attendee of a Rock Weekend service.
7. Regular involvement in Rock Church activities, ministries and events.
8. Attendance at all mandatory meetings (and events, as needed).
9. A tithe of 10% to the Rock.
10. Signed acknowledgement of the Rock Church Statement of Faith.
11. Adheres to policies and procedures as stated in the Rock Church employee handbook.
12. Registered and active in the Rock A.R.M.Y.

Physical Requirements

Ability to function independently and ability to speak. Physically able to lift up to 25 lbs (with or without assistance). This position also may require long periods of standing up and walking.

Employment At-Will:

All employees of the Rock Church are at-will, and as such, are free to resign any time without reason. The Rock Church likewise, retains the right to terminate and employee's employment at any time with or without reason or notice.

Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons that are not intended and do not create an employment contract for any specific period of time.

No manager, supervisor or employee of the Rock Church has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.