



**ROCK**  
C H U R C H

**JOB DESCRIPTION**

Position: **Nursery Assistant**  
Reports to: **Nursery Coordinator**  
Position Status: **Part-time, Non-Exempt**

Department: **Children's Ministry**  
Effective: **June 2010**  
Replaces: **All previous**  
Position Number: **RC - 18 - 10**  
Posting Date: **June 8, 2010**  
First Closing Date: **June 15, 2010**

**Position Summary:** Nursery Assistant addresses the administrative and practical needs of the Nursery Department on Sunday as well as weekdays.

**Job Responsibilities and Duties:**

1. Provide administrative assistance during weekdays in order to prepare for Sunday's events, such as making copies, cutting crafts, gathering supplies and other miscellaneous tasks.
2. Purchase snacks and cleaning supplies, within ministry budget.
3. Wash linens weekly and store in appropriate location in preparation for Sunday.
4. Sanitize toys and surfaces in the Nursery monthly.
5. Contact via telephone any Sunday volunteers who did not arrive to fulfill their commitment to serve.
6. Prepare supplies and distribute into classroom boxes.
7. Provide preparation assistance for Sunday to the Nursery Coordinator as needed.
8. Schedule interviews with potential volunteers via email & telephone.
9. Provide needed tools for previously screened volunteers to serve in ministry.
10. Assist with Sunday Service Operations of the Nursery department, including classroom set-up, ensuring that all computers are functional and running, and maintaining radio communications with other team members at all times.
11. Assist Coordinator in maintaining classroom safety by ensuring that each classroom is adequately staffed.
12. Confirm that there are two adults to every classroom.
13. Ensure that no adult is left alone with a child.
14. Meet weekly with Nursery Coordinator for mentoring through Leadership workbooks.
15. Prepare IOU document for monthly meeting with Nursery Coordinator.
16. Attend outside training conferences as budget allows.
17. Provide assistance in the planning of special events and programs, not limited to but including: Camp Rock, Toys for Joy, Vision Night and Fall Kick Off.
18. Attend all staff meetings, including: all-staff meeting (weekly), Children's Ministry meeting (weekly), Leadership Development (bi-monthly) and SES (quarterly).

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

**Job Skills and Requirements:**

1. One year experience in a management or leadership position (paid or volunteer) is preferred.

2. Demonstrated skills and techniques to recognize problems, issues and situations, and apply resourcefulness in finding appropriate solutions to mitigate potential negative effects. Ability to follow-through to ensure effective resolution.
3. Previous experience in a children's ministry.
4. 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).
5. Excellence in oral and written communications to verbalize issues clearly, concisely, and competently in positive or negative situations. Legible writing skills.
6. Proficiency with spreadsheets, databases, and word processing software. Windows based software (Outlook, Excel, Word, email software, Internet usage). Willingness to learn new technology or other skills.
7. Must possess intermediate typing skills (40 wpm).
8. Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.
9. Ability to recognize and maintain confidentiality as appropriate.
10. Proven ability to interact in a consistently positive manner with external clientele, including applicants, volunteers, vendors, visitors and guests, using a high degree of tact, diplomacy, discretion, flexibility, respect and courtesy in gesture and speech. Experience in conflict resolution.
11. Identifies and resolves problems in a timely manner; responds promptly to requests for service and works well in group problem-solving situations; strong team player who meets commitments.
12. Demonstrated ability to make independent decisions based on the vision and values of the Rock Church and the Children's Ministry Department.
13. Ability to be firm but gracious in dealing with staff and ministry leaders.
14. Adapts to changes in the work environment; able to deal with frequent change, delays, or unexpected events with poise and professionalism. Quickly adjusts to changing priorities.

### **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 well. Physically able to lift up to 25 lbs (with or without assistance). This position may also require long periods of standing up and walking.

### **Employment At-Will:**

All employees of The Rock Church are at-will, 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.