

CHRIST'S CHURCH OF THE VALLEY	Management System – Job Description	
	OP6001-F024 Nursery Area Leader	Revision: B
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General Description

The Nursery Area Leader is responsible for leadership and direction of the nursery area of the early childhood division of Valley Kids. This includes volunteer recruitment, training, and development; management and direction of nursery classrooms; lead teaching and coaching of lead teachers; and curriculum selection and preparation.

Essential Job Functions

1. Lead a team of volunteers in the management and direction of nursery area classrooms and special events.
2. Direct and support nursery area classrooms in preparation for and during weekly church services.
3. Continuously recruit, train, and develop volunteers to staff nursery classrooms and special events.
4. Create, maintain, and distribute volunteer schedules as needed to ensure classrooms are appropriately staffed based on classroom size and growth potential.
5. Routinely function as lead teacher in the classroom, setting an example for others to follow as they develop their own lead teaching skills and methods.
6. Identify and develop lead teaching passion and skills in others to ensure nursery area staff is always available for the church's next growth milestone.
7. Participate in the identification of curriculum and adapt it for use in nursery area classrooms.
8. Direct the development of teaching materials for weekly church services.
9. Ensure nursery area classrooms are safe and properly equipped through routine inspection and maintenance of facilities, equipment, and toys.
10. Perform other duties as assigned.

Education and Experience

This position requires a minimum of 1 to 3 years experience as an early childhood teacher and/or church staff leader in children's ministry. Possession of a teaching or related degree is required. (Extensive ministry experience, in some cases, can be substituted.) The successful individual will be a strong leader with a solid work ethic as well as a passion for teaching children about God and developing them spiritually.

Position Structure and Level

Grade: TBD
 Reporting: This position reports to the Associate Director of the Early Childhood Division.
 Organization: Valley Kids Department