

## Nursery Lead Teacher

**Position Type:** Non-Exempt  
**Category:** Part time (up to 10 hours)  
**Classification:** H  
**Reports to:** Nursery Coordinator and/or Director of Children's Ministry

### Summary/Objective

To minister to the needs of young children and their families by providing a safe, loving, Christian environment to foster development. The BUMC Nursery Team is a key component to the overall Children's Ministry of Brentwood United Methodist Church and plays an important role in the lives of our families.

### Essential Functions

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are a representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Responsibilities

- Maintaining ratios and policies and procedures for classroom management
- Create an environment that meets our children's intellectual, physical, emotional, social, and spiritual needs within the guidelines of developmentally appropriate practice
- Oversee attendance process
- Maintain and care for all equipment and toys as well as clean and straighten assigned classrooms
- Help with snacks, feedings, diaper changes, and meeting the basic needs of all children
- Adhere to Safe Sanctuary policies and stay current on CPR certifications (training provided by BUMC)
- Abide by nursery policies and expectations
- Responsible for communicating with parents at drop-off and pick-up
- Secure emergency bags and class rolls in the event of an emergency
- Attend quarterly training (held on Sundays after services with lunch provided)
- Responsible for securing a substitute (if a substitute list is available) to cover a Sunday shift if you are unable to work

### Competencies

- Relates and communicates well with children and families
- Supportive of the purpose, principles, and ministries of Brentwood United Methodist Church as well as supportive of Christian values
- Works well with others
- Has ability to deal sensitively and confidentially with parent concerns and to develop professional relationships with parents
- Physically able to perform the job of teaching young children
- Reliable and punctual
- Available to work all Sunday morning services unless otherwise approved by the Director of Children's Ministry

### Education and Experience Requirements

- Must be 18 years of age or older
- One (1) – Two (2) years' experience in childcare, teaching, or nursery care experience required. Experience may be as paid staff or volunteer.

### Work Environment

This job operates in an office and childcare setting. The noise level in this environment is moderate to high.

**Physical Demands**

While performing the duties of this job, the employee will be in an office or childcare environment and will interact with young children as well as older teenagers and adults. Position is active and is required to stand, walk, stoop, crouch, crawl and sit. The employee must talk, hear, and have excellent vision. Employee must be able to lift children and/or move toys, supplies or other items up to 35 pounds.

**Expected Hours of Work**

Standard Hours: Sundays 8:45 am-12:15 pm

Other work time opportunities: Sunday: 4:30-7:30 pm.

Wednesdays: 6:00-8:00 pm

*\*Additional dates and times to be determined based on church schedule and needs. Sunday morning staff have the opportunity to sign up for these extra dates and times.*

**Travel**

No travel required.

*The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.*