

Title: Nursery/Childcare Associate – Part-time (5-10 hours per week)

Objective: The Nursery/Childcare Associate will work in partnership with the Nursery/Childcare Director to implement all aspects of the GCKids Nursery Department in addition to the needs of ongoing childcare at Grace Chapel. Participates in God's great mission by connecting church and home through biblical teaching environments.

Reports to: Nursery/Childcare Director

Duties and Responsibilities:

- **Nursery Department**
 - Manages environment/structure to align with overall vision of the ministry.
 - Supplies and organizes Nursery classrooms to ensure safety.
 - Equips leaders for success utilizing curriculum tools.
 - Supports the curriculum needs of the ministry.
 - Recruits volunteers for Sunday programming.

- **Childcare Ministries of Grace Chapel**
 - Supply and organize kids' classrooms to ensure safety.
 - Provides leadership and helps run childcare programming needs of Grace Chapel ministries/events.
 - Recruits leaders and paid workers to provide childcare for ministry programming needs.
 - Helps to run childcare (ages 3 and under) for Vacation Bible School and other special ministry programs

- **Understands and implement GCKids safety and security policies and procedures.**
- **Connects and develops relationships with leaders, children, and families through open communication.**
- **Attend GCKids Team meetings.**
- **Participates in events/programs outside of normal programming.**
- **Documents and maintains processes required to perform the job.**

Stewardship of Mission: Understands and supports Grace Chapel's mission of leading people to find and follow Jesus. Pursues personal spiritual and professional growth through enrichment opportunities. Establishes and maintains good team relationships. Effectively utilizes the Lord's resources for maximum ministry impact while minimizing expenses. Creates an environment of loving Christian care.

Minimum Qualifications: Some experience in management and/or supervisory positions (preferably in a childcare setting). Ability to work on a team (collaboration, support, initiative). Ability to engage and lead adult and student volunteers. Ability to engage with, serve and lead ministry to nursery age children (up to age 3) and their families.

Please note: This job description is not designed to cover or contain a comprehensive listing of activities, duties, and responsibilities that are required of the employee for this position. Duties, responsibilities, and activities may change at any time with or without notice.