

Gashland Evangelical Presbyterian Church
Job Description

Job Title: Little Lambs Ministry Director
Reports To: Director of Children's Ministries
Status: Part-Time, salary, about 10 hours per week

SUMMARY/PURPOSE:

Responsible for the oversight and implementation of all processes and elements of the Little Lambs Ministry to ensure the physical and spiritual well-being of our youngest children.

JOB RESPONSIBILITIES:

- Recruit, train, and oversee all Little Lambs Ministry volunteers.
- With oversight and approval of the Coordinating Team and the Director of Children's Ministries, hire new paid Caregivers as needed.
- Provide regular, on-going and thorough training to all Little Lambs Ministry Caregivers and volunteers. Communicating the vision and purpose of this ministry in all training, as well as specific procedures.
- Schedule all Little Lambs Ministry Caregivers and volunteers using SignUpGenius. Find substitute caregivers or volunteers when necessary, even subbing yourself if needed.
- Organize and schedule staff and volunteers for Little Lambs Ministry child care for special events or meetings, utilizing SignUpGenius as needed.
- Keep a current list of Little Lambs Ministry Caregivers and volunteers with their contact information, and monitor that all background check paperwork is maintained.
- Monitor that all paid Caregivers are certified appropriately. Register Caregivers for certification programs as needed, including yourself.
- Oversee implementation of simple Bible Story Curriculum provided by the Discipleship Team for Sunday mornings and Wednesday nights.
- Implement and oversee other children's activities such as story times, music times, craft times, and snack times.
- Purchase and maintain an adequate inventory of supplies; i.e., snacks, cups, drinks, diapers, wipes, etc., and ensure that the Little Lambs Ministry rooms are well stocked at all times.
- Organize and oversee the Little Lambs Ministry rooms to ensure a clean, safe and inviting environment.
- Implement and oversee adherence to the Little Lambs Ministry hygiene and safety guidelines.
- Oversee the inspection of the Little Lambs Ministry equipment and toys. Purchase (within budget) new items as necessary and discard old, broken items or donate items no longer needed. Clean/disinfect toys and surfaces on a weekly basis.
- Notify the Director of Children's Ministries of any "above and beyond" cleaning or repair needs in the Little Lambs Ministry rooms.
- Launder smocks, sheets, toys, blankets, etc., on a weekly basis.

- Establish and keep good communication lines open with parents; beginning the relationship building as early as during pregnancy.
- Assume the role of greeter or appoint someone to be greeter as outlined in the Little Lambs Ministry guidelines.
- Implement and oversee an electronic check-in/check-out label system for the Little Lambs Ministry.
- Oversee and maintain implementation of the Little Lambs Ministry policies.
- Keep in close contact and attend weekly meetings with the Director of Children's Ministries.
- In coordination with the Director of Children's Ministries, monitor the budget and expenditures for the Little Lambs Ministry.
- In coordination with the Director of Children's Ministries, print name badges and labels and create signs for the Little Lambs Ministry.
- Other Duties as Assigned.

EXPECTATIONS/SKILLS/EXPERIENCE:

- Passion for ministry to young children and their families.
- Reliable, trustworthy, self-starter, and excellent at following through on details.
- Leadership and interpersonal skills for working with staff, volunteers, parents and children.
- Available to oversee the nursery weekly on Sunday mornings and Wednesday nights, in addition to weekday responsibilities.
- Preferably experienced in caring for infants and young children.
- Basic First Aid and CPR training (will provide if needed).