

Floor Supervisor

Children's Ministry

Job Requirements:

- *Female
- *Over 22 years of age
- *Previous experience with children (daycare, nursery, as a mother, etc.)
- *Good communication skills
- *Ability to work well with others
- *Possesses a love for children and families ☺
- *Past leadership experience
- *Spiritually active and growing

Job Description:

The Floor Supervisor is to be available to all staff and parents to address illnesses, injuries, emergencies and questions during the nursery event she is scheduled to work. This includes, but is not limited to the following:

- *Ensure that all nursery rooms are staffed
- *Assign nursery volunteers to rooms
- *Check to make sure policies and procedures are being followed
- *Take care of any injuries
- *Check on crying children – contact parents if needed
- *Communicate with parents if there is a situation regarding their child
- * Replenish snacks and supplies in the classrooms/nursery rooms
- *Help in any nursery room if needed during the event
- *Ensure that the rooms are clean and orderly after the event
- *Communicate with the Nursery Coordinator any issues during the event