



# GRAND BLANC UNITED METHODIST CHURCH

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## JOB POSTING

**Position:** Nursery Supervisor

**Job Description:**

Oversee the Grand Blanc United Methodist Church's nursery care for Sunday mornings 8:30am – 12:30pm and occasional other opportunities as mutually agreed upon.

**Requirements:**

- 18 years old or older
- High school diploma or equivalent
- Experience and/or training in early childhood development
- Classroom or practical experience with infants and children
- Ability to effectively communicate with adults and children
- CPR/First Aid certifications
- Satisfactory completion of a criminal background check

**Responsibilities:**

- Provide appropriate supervision, care, and activities for infants and toddlers.
- Consult with the Pastor and Director of Christian Education on nursery curriculum
- Use appropriate discipline methods and oversee the care given by volunteers
- Maintain attendance records and notify office for visitor follow up.
- Work with, and schedule nursery volunteers as needed to maintain state guidelines for caregiving ratios.
- Arrange unpaid vacation time with the Pastor and arrange for substitute nursery care as appropriate.
- Communicate nursery news and information with the help of office communications
- Maintain emergency and allergy information on children – confidential
- Maintain room after usage, checking for broken toys, age appropriateness and cleanliness
- Abide by GBUMC protection policy, procedures, and regulations.

**Accountability:**

- All nursery staff directly to the Pastor, and will remain in communication with Staff Parish Relations Committee.

**Compensation:**

- \$12.50/Hour

For questions or to express interest in the position,  
please email [pastor@grandblancumc.org](mailto:pastor@grandblancumc.org).