

Nursery Coordinator *(Part Time)*

First Church is a diverse congregation with people from various religious backgrounds, races, socioeconomic levels, abilities and genders - we celebrate being an open and welcoming place for all of God's people. Our congregation includes individuals from the LGBTQ community who have been harmed by the church, others who have been disenfranchised from organized religion, families with neurodivergent children seeking safe space, as well as people who have been part of a church their entire lives. Therefore, any staff person must have an appreciation for the diversity of the congregation and an inclusive theology that should be reflected not only in their personal beliefs but in the way they speak and lead a ministry. Finally, the First Church staff works as a highly motivated, collaborative team, so anyone seeking employment must be a 'team player,' able to work well with others as well as be independently motivated.

The Nursery Coordinator is responsible for maintaining our nurseries and hiring/supervising/scheduling nursery workers for church events. They are responsible for regular communication to the Minister to Families and Youth about nursery needs, supplies, and staffing schedules. The Nursery Coordinator is responsible to keep up to date background checks/Safe Sanctuary screening results of nursery workers, records of time worked, and a schedule for nursery workers. The Nursery Coordinator is expected to be available on campus during nursery hours to handle any needs/emergencies that arise and will submit hours for all nursery workers to payroll on a monthly basis.

This position is part-time working on average 6-10 hours per week. Consistent regular hours are Sunday mornings 9:00am – 12:30pm and Wednesday nights 5:15pm-7:30pm based on the church's schedules. There are also other monthly events and services needing nurseries throughout the year. Times away can be coordinated with the Minister to Families and Youth with notice and nurseries fully staffed.

Accountability

This position reports to the Minister to Families and Youth and Staff Parish Relations Committee.

Job Requirements

Experience working with nursery and/or preschool
Commitment to First Church's mission statement and priorities

Unique Talent and Skills Preferred: gregarious and kind personality, warmth and understanding with parents and children, deep care for children of all ages, creative, independently motivated, organized, dependable, effective problem solving, communicates well, great interpersonal skills

Responsibilities:

- Greet and welcome families at the main nursery door before events
- Lead the pre-k lesson during Sunday School
- Follow Safe Sanctuary policies at all times in the nursery

- Ensure that parents' dietary restrictions are honored
- Communicate with parents, children, and nursery workers about nursery policies
- Inform parents with compassion when issues arise in the nursery that affect their child
- Hire qualified nursery workers
- Create a monthly schedule of workers and distribute to workers and Minister to Families and Youth on the first of the month each month
- Secure doors to nursery to ensure that only authorized individuals picking up or dropping off children in the nursery are allowed in this area
- Submit payroll hours by each specified date, no later than 12:00pm
- Restore all rooms, including the playground, to their original state after use
- Inform Minister to Family and Youth when snacks or supplies are running low

Note: This is not an exhaustive list of responsibilities. Other duties may be assigned as needed.

Compensation

Pay is commiserate with experience ranging from \$17-\$20 an hour

Arts Camp week and Church Wide Retreat weekend are contract/stipend work opportunities additional pay of \$500 each.

Benefits eligible for non-exempt employees.

Terms of Employment

A Criminal Background and Safe Sanctuary background check will be required

References - 2 Professional

Valid Driver's License

The probationary period will be six months

To apply, please send a cover letter and resume to Rev. Stephanie York Arnold at Stephanie@firstchurchbhm.com