

**THE NATIONAL PRESBYTERIAN CHURCH**  
**Nursery and Childcare Coordinator**

**POSITION DESCRIPTION**

The Nursery and Childcare Coordinator is a 5 hour per week, non-exempt position reporting to the Director of Children's Ministry. The Nursery and Childcare Coordinator oversees the operation of the nursery and, in coordination with the Family Ministry Associate, helps connects nursery families to each other and the life of the church.

**MAJOR RESPONSIBILITIES**

This position supports the Director of Children's Ministry in the ministry areas related to the nursery children and their parents. Support and presence is highly encouraged on Sunday but not mandatory. Specifically, this position will be responsible for the regular administration, maintenance and evaluation of the nursery/childcare offered as part of the Christian Education and Worship programs at NPC.

**MAJOR DUTIES**

- A. Supervises, trains, schedules, and recruits/hires as needed, caregivers for Sunday morning worship and programs as well as other NPC activities and events, as needed.
- B. Plans and implements nursery policies and programs in coordination with the Children's Committee.
- C. Maintains nursery rooms in the church building, including snacks and all necessary supplies.
- D. Regularly assesses needs for each room in terms of decoration, toys, chairs, tables, bookshelves and discards or purchases new items as necessary.
- E. Be present to meet parents and connect with caregivers on a consistent basis on Sunday mornings.
- F. Works directly with the Office of Finance regarding payment of wages to childcare workers.
- G. Works with the Grow Administrative Assistant to maintain and update the nursery roster, track new families and attendance.
- H. Coordinates with the Family Ministry Associate to initiate and maintain outreach to new parents, including design of brochures, publication of newsletters, writing emails, etc.
- I. Communicates Nursery policies and regularly update staff on Nursery happenings.
- J. Other duties and responsibilities, as assigned, customarily associated with a position as a child care coordinator.

**QUALIFICATIONS**

- A. Demonstrated ability to relate to people of all ages and to maintain a friendly, composed demeanor in all personal and telephone contacts.
- B. Strong skills in listening and written and oral communication.
- C. Ability to support the Church's *Biblical Standards for Christian Leaders*.
- D. Ability to manage multiple tasks simultaneously and effectively manage deadlines.

- E. Knowledge and competency in customary secretarial, receptionist and administrative functions, with attention to detail.
- F. Knowledge and experience using computers, office equipment and computer software.
- G. Ability to work independently, with minimal supervision.
- H. Ability to read, write and speak well in English.
- I. Ability to draft letters, notes, document, reports, and correspondence using appropriate grammar and punctuation.
- J. Ability to plan, review and implement nursery and childcare policies, and interact as a peer with well-educated parents.
- K. A Bachelor's degree from a four-year college or university or relevant experience is desired.
- L. The physical demands described here are representative of those that must be met by an employee to perform successfully the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this position, the employee is regularly required to sit, talk, and hear. The employee is frequently required to reach with hands and arms and stoop, kneel, or crouch. The employee is occasionally required to stand and walk. The employee is occasionally required to carry documents or items from one building to another on the grounds of the Church. The employee must regularly lift and/or move up to 10 pounds