



### **Nursery Administration Coordinator**

First Presbyterian Church of Chattanooga is seeking to hire a part-time Nursery Administration Coordinator involving infants through children age four. This position is 15-20 hours per week. This role will oversee the staffing and scheduling for the nursery during church events and communication to the nursery families. This position reports to the Children's Ministry Director and the Pastor of Discipleship.

### **Expectations:**

- Pursue a personal relationship with Jesus through prayer, reading God's Word, and worship.
- Possess a heart for children and a passion for relational ministry.
- Passionately embrace the mission and vision of the church.
- Desire to be a team player, leading by serving.
- Cast the vision for a vibrant Children's Ministry inviting children to See Jesus, Savor Jesus and Share Jesus.

### **Qualifications:**

- Undergraduate degree preferred
- Experience working or serving in a church setting
- Understanding of child development

### **Key Responsibilities:**

1. Coordinate and oversee the Nursery Ministry, including:
  - Recruiting, hiring, training, and scheduling all Nursery Staff in coordination with the Children's Ministry Director.
  - Recruiting, training and scheduling all volunteers in the Nursery in coordination with the Children's Ministry Director.
  - Supervising the Sunday morning nursery (infants to age four) for all worship services and the Sunday School hour to monitor and maintain appropriate child to worker ratios.
  - Supervising the Wednesday evening nursery as part of the Midweek Program.
  - Supervising the nursery for special events throughout the year, including Women's Bible Studies, Vacation Bible School, and all-church events (must be approved by the Nursery Coordinator and/or Children's Ministry Director).



2. Communicate with families and the church to keep engaged and informed of current Nursery ministries, needs, and events.
3. Maintain and nurture volunteer relationships and recruit new volunteers as needed.
4. Attend regular meetings with the Children's Ministry Director and/or Pastor of Discipleship for oversight, encouragement, vision, planning, and prayer.
5. Oversee the care, maintenance, cleanliness, security, and safety of the Nursery and equipment.
6. Purchase and maintain needed supplies for the Nursery.
7. Ensure that child safety practices are followed throughout the ministry (see our Child Protection Plan).
8. Assist in the development of Nursery policies with the Children's Ministry Director and Pastor of Discipleship.
9. Welcome visitors with nursery-age children and secure pertinent information and notify the Children's Ministry Director with the information.
10. Develop and oversee the Nursery budget along with the Children's Ministry Director so it effectively and wisely stewards church resources and maximizes ministry opportunities.
11. Oversee and execute other duties and responsibilities as agreed upon with the Children's Ministry Director.

If interested, contact Josh Adair at [josh@1stpresbyterian.com](mailto:josh@1stpresbyterian.com) or 423-267-1206.

For more information about First Presbyterian Church, please visit our website at <https://1stpresbyterian.com>.