



# COLONIAL PRESBYTERIAN CHURCH

## CKOP Nursery Administrator

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### JOB DESCRIPTION

Responsible for executing programs in Colonial's infant and toddler ministry which includes childcare for Sunday mornings and special worship services/events, ensuring that all church policies and procedures are being maintained.

### WORKING RELATIONSHIPS

Reports to: Director of Children's Ministries

Supervises: Paid Teaching staff and Ministry Partners

Teams with: Colonial Kids CK Live! and Colonial Preschool Administrators

### DUTIES & RESPONSIBILITIES

1. Follow established policies and procedures of Colonial Presbyterian Church.
2. Take or provide proof of attendance to Infant and Child First Aid, CPR, AED, and Recognition of Child Abuse training.
3. Ability to engage in multiple tasks and respond quickly and appropriately to frequently changing needs of children, staff, and parents.
4. Recruit, train and motivate paid staff and ministry partners.
5. Hire paid staff under the supervision of the Director of Children's Ministries.
6. Provide a safe, clean, and attractive environment for children.
7. Organize room assignments (age limits, number of children, classroom placement, etc.)
8. Maintain records in Colonial Community Builder database.
9. Provide age-appropriate curriculum.
10. Facilitate regular fire and tornado drills in the Spring and Fall.
11. Conduct annual Ministry Partner/paid staff training.
12. Attend weekly Children's Ministry Staff Meetings; meet with opposite campus Colonial Kids Infant & Toddler Administrator as needed, attend CPC staff meetings, and other meetings as requested.

13. Maintain hospitality/check-in tables on Sunday mornings.
14. Recruit, motivate and supervise ministry partners for nursery ministry.
15. May perform other duties as assigned.

## SKILLS & REQUIREMENTS

1. Commitment to Jesus Christ as Lord and Savior with a servant's heart.
2. Early Childhood Education or teaching background preferred but not required.
3. Strong interpersonal relational skills.
4. Strong written and verbal skills.
5. Possess honesty, integrity, patience and grace.
6. Typing and computer literate.
7. Ability to handle and diffuse any emergency or non-emergency situation with children, parents, staff or nature.
8. Ability to perform management duties such as scheduling, accounting functions, inventory, room maintenance, and daily center functions.
9. Ability to act as a liaison for both staff and parents to Director of Children's Ministries.
10. Knowledge of state licensing regulations.
11. Knowledge of developmentally appropriate practices.
12. Knowledge of positive redirection.
13. Knowledge of physical and social developmental milestones.

## POSITION DETAILS

- Part-Time, Non-Exempt
- 12-15 hours per week during school year | 8-10 hours per week during the summer
- Work in an office environment and at times in a classroom environment. Office hours include at least one day a week, Sundays and as needed. Must be available to supervise paid staff and ministry partners (volunteers) for church sponsored events that occasionally take place in the evening and on weekends.
- Core Hours during School Year; Sundays, 8-12:30, Mondays, 9-Noon, Wednesdays, 5:30-8PM (tbd)
- Year Round; Sundays, 8-12:30, one additional day a week for planning, preparation, and Colonial Kids Staff meeting.
- Sunday afternoons, September-November 3-6 for re|engage kids programming.

## AGREEMENT

I've read and understand the duties and responsibilities of this position.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

We endorse the above for this position and affirm our support to help them achieve the ministry they have accepted.

CAMPUS PASTOR \_\_\_\_\_ Date: \_\_\_\_\_

EXEC. DIRECTOR \_\_\_\_\_ Date: \_\_\_\_\_

HUMAN RESOURCES \_\_\_\_\_ Date: \_\_\_\_\_