

## **FIRST PRESBYTERIAN CHURCH OF ATLANTA JOB DESCRIPTION**

**Position:** Director of Nursery and Preschool Ministry

**Status:** PT, 29 hours/week

**Reports To:** Director of Children and Family Ministry

**Incumbent:**

**Start Date:** TBD

**Review:** Per Annum, June

### **Job Summary**

Under the guidance of the Director of Children and Family Ministry, the Director of Nursery and Preschool Ministry serves as the primary leader for ministry with infants through preschoolers.

### **Primary Objectives**

To lead and supervise Parents' Morning Out (PMO).

To lead and supervise Children's Ministry Childcare on Sunday mornings and for all FPC events requiring childcare.

To support the overall mission of FPC through PMO, FPC's Children's Ministry, and Discipleship.

### **Essential Tasks**

Develop meaningful, Christ-centered relationships with nursery and preschool children and their families. With staff and lay leaders, plan and oversee FPC's Vacation Bible School for nursery through preschool children.

Oversee the day-to-day operations of the PMO ministry.

Create and manage PMO's administration, registration, personnel, budget, and enrollment policies and procedures.

Hire, train, direct, and review the PMO and Children's Ministry Childcare Providers, including church employees and contract employees.

Ensure compliance with *Georgia Bright from the Start Early Learning & Childcare Center* licensing exemption policies and FPC's Child Security Policy.

Serve as the main contact for families involved in PMO or FPC's Children and Family Ministry and vendors of the Children's Ministry Childcare and PMO program.

Coordinate payroll for all PMO and Children's Ministry Childcare Providers through FPC's accounting office.

Work collaboratively with the First Presbyterian Preschool.

Support the Preschool Sunday School ministry, including overseeing Sundays, organizing curriculum, and recruiting and training volunteer teachers.

Perform weekly administrative tasks for PMO and Children's Ministry Childcare.

Other duties as assigned by the Director of Children and Family Ministry.

### **Characteristics and Qualifications**

The Director of Nursery and Preschool Ministry should be a passionate and faithful follower of Jesus Christ who shares the Gospel in both word and deed, and who thinks theologically, ministers relationally,

and lives missionally. The Director of Nursery and Preschool Ministry should practice hospitality and embrace diversity. A bachelor's degree is required, and experience in Early Childhood Development, Christian Education, or Children's Ministry is preferred. Current Infant/Child CPR & First Aid Certification and Sexual Abuse Awareness Training are required and will be provided.

### **Council/Committee Support**

Discipleship

### **Direct Reports**

Assistant Director of Parents' Morning Out

Childcare Providers (FPC Employees & Contract Employees)

### **Physical Qualifications**

Possess sufficient mobility and stamina to fulfill the responsibilities outlined above.

### **Terms of Employment**

Salary and other terms of employment will be administered in accordance with the policies contained in the First Presbyterian Church of Atlanta Personnel Manual, a copy of which is provided to each employee. Discounted childcare available for preschool children and younger.

### **Note**

This description contains the information and facts considered necessary to describe and evaluate the duties of this position fairly and equitably. It should not be considered an exhaustive description of all the work requirements to be performed, but indicates the kinds of duties and levels of responsibility required by the position. The Personnel Committee may add or remove responsibilities as occasion may require.