

**The Presbyterian Church of Jackson Hole**  
**Nursery Caregiver Coordinator**  
(Modified 5/2022)

**A. Summary and Purpose of the Position**

The position of Nursery Caregiver Coordinator exists in order to ensure that PCJH see lives being transformed in Jesus Christ by serving young children, their families, and the congregation as a community, rooted in Christ and reaching out in love. The Nursery Caregiver Coordinator is responsible to provide and oversee a ministry that provides a safe and thriving environment for infants – preschool age.

This is a part-time position.

**B. Qualifications:**

- A love of God through Jesus Christ, demonstrating growth and maturity in faith.
- Be supportive and enthusiastic about pursuing the vision and mission of PCJH;
- A sense of call, passion and commitment to young children and their families.
- Has the necessary skills/professional abilities to fulfill this job.
- Able to work well with others and be a team player.
- Ability to present a positive impression through verbal and relational skills.
- Able to facilitate teams of volunteers
- Demonstrates flexibility, organization, planning and management skills.

**C. Job Responsibilities:**

- Oversee the nursery/toddler classes on Sunday mornings, Wednesday evenings, and when needed for special events.
- Relate to volunteer caregivers in a supportive manner.
- Train and supervise youth assistants.
- Meet and greet parents and infants warmly. Assure parents this is a caring and safe place for their infants/toddlers.
- Welcome the child in a warm and loving manner as you place them in an appropriate space or with another caregiver.
- Maintain quality and regular communication with parents and families.
- Maintain a clean and tidy appearance of the room.
- Set an atmosphere of order, safety, and dependability.
- Take active responsibility for care and supervision of all babies/toddlers present.
- Protect, help, encourage each infant/toddler as needed.
- Release infants/toddlers only to their parents or an assigned adult.
- Follow PCJH Safe Church policies.
- Oversee and manage room set up, toys, and accessories.
- Share ideas for improvement of the facility and program with supervisor in order to work toward implementation.

- Secure substitutes and/or volunteers for staffing the nursery when needed (i.e. vacation, special events, church meetings, etc).

**D. Church Staff Coordination**

- Communicate with the church staff, particularly the pastoral staff, in such a way that they are informed and enthusiastically supportive of the priorities and programs of the nursery/toddler ministry.

**E. Managing Resources**

- Each year, with the Associate Pastor and Children's Ministry Coordinator to establish a budget and other resource needs for the nursery ministry.
- Manage the budget and resources throughout the year, keeping the Associate Pastor apprised of any unbudgeted opportunities, resource needs, changes or concerns.
- Plan, lead and implement creative opportunities as needed.

**F. Administrative Responsibilities**

- Manage any mail, email, texts, phone calls, office traffic, and files related to the nursery ministry.
- Assist with developing, revising and maintaining any documents that includes the vision as well as the volunteer position descriptions, policies, procedures, calendars, and curricula.
- Manage purchase of supplies for nursery programs within the annual budgetary requirements and gather and submit receipts for all payments as required by the established policies and practices of the Finance Team of PCJH.

**G. Supervision**

Under the direct Supervision of the Children's Ministry Coordinator and the Associate Pastor and overall, under the Head of Staff.

**H. Accountability**

The Nursery Caregiver Coordinator agrees to abide by the personnel and all church policies as adopted by the session.

As with all staff, the Nursery Caregiver Coordinator is accountable to Jesus Christ, Head of the Church, and to the session of PCJH.

**I. Compensation and Benefits**

The Nursery Caregiver Coordinator will be compensated with a competitive hourly rate.