**Coordinator of Nursery and Early Childhood Ministries**(Hourly, 20 hours/wk)

**Westminster Presbyterian Church**

**1200 Marquette Ave, Minneapolis, MN 55403**

The Coordinator of Early Childhood Ministries oversees the planning and implementation of a quality early childhood experience for infants and toddlers and their caregivers, which reflects our commitment to living out our baptismal promise.

*“With joy and thanksgiving we welcome you to Westminster and to the fellowship of Christ’s Church, for we are all one in Christ. We promise to love, encourage, and support you, to share the good news of the gospel with you, to serve that gospel alongside you, and to help you know and follow Christ.”*

This includes overseeing the Nursery program to provide age-appropriate Christian formation curriculum and working collaboratively with the Families, Youth, and Children Council and staff team to welcome and support young families in order to establish trust and a sense of community at Westminster.

**Primary Working Relationships**

The Coordinator of Early Childhood Ministries reports directly to the Associate Pastor for Families, Youth and Children.

**Position Responsibilities**

* Create a welcoming atmosphere for families with young children and provide a safe, nurturing, and engaging environment for young children placed in Westminster’s care in compliance with Westminster’s Child and Youth Safety Policy and as described in Westminster’s Nursery Handbook.
* Oversee the weekly operations of the Nursery, including recruiting and supervising staff members and volunteers, ensuring a safe and welcoming physical Nursery space, and planning weekly Nursery programming that offers an enriching and developmentally appropriate faith formation experience.
* Work collaboratively with Families, Youth, and Children staff team members and lay leaders to welcome families with young children into the Westminster community through baptism preparation meetings, parent and caregiver support, and other opportunities for connection and faith formation.
* Communicate regularly with families via email, social media, and FYC communication channels (i.e. the weekly FYC email and monthly Westminster News).
* Attend weekly staff meetings, meet weekly with FYC staff, and meet regularly with the Associate Pastor for FYC.

**Qualifications of a Strong Candidate**

-holds at least a Bachelor’s degree, preferably in education or early childhood development

-has experience working and/or teaching in an early childhood educational setting

-demonstrates positive interaction with parents, caregivers, and children

-demonstrates strong leadership, collaboration, communication, and organizational skills

**Expectations for Weekly Hours**

*This position requires up to 20 hours per week.*

Sundays from 8:00 am – 12:00 noon (Nursery open from 8:15 am – 11:30 am)

Tuesdays from 9:00 am – 12:00 noon

The balance of additional hours may occur on Thursdays and/or another mutually agreed upon time.

Time off may be negotiated as needed, up to six Sundays a year, provided adequate substitute staffing is available. Time off is coordinated with the Associate Pastor for Families, Youth, and Children.

The position is compensated hourly as documented via time sheets. The hourly wage is commensurate with experience and comparable positions.

The position is subject to the policies and procedures enumerated in the Employee Handbook.

\*A background check will be performed on all applicants under serious consideration for the position.

**Evaluation**

Annual performance and wage review will be conducted by the Associate Pastor for Families, Youth, and Children.