

Job Description  
First Presbyterian Church of Lewistown, Montana  
Nursery Supervisor

Job Title

Nursery Supervisor, First Presbyterian Church of Lewistown.

Mission

The Nursery Supervisor will be responsible for providing, possibly with other paid staff and/or volunteers, nursery care for infants through young children during Sunday morning activities at First Presbyterian Church.

The Nursery Supervisor will work in a positive, constructive manner with the Pastor, Children's Ministry Elder and other volunteers of the church.

Skills/Education

The minimum qualifications for this position include:

1. High school diploma or GED preferred.
2. 18 years old or older.
3. Ability to lift up to 50 pounds.

Accountability/Supervision

The Nursery Supervisor is accountable to the Session and is supervised by and reports to the Pastor. The Nursery Supervisor works closely with the Children's Ministry Elder to ensure that nursery care compliments and enhances the ministry of the church. The Nursery Supervisor will be evaluated at least annually by the Personnel Committee and/or Children's Ministry Elder.

Schedule

The Nursery Supervisor works 9:00 a.m. to 12:00 p.m. during scheduled Sunday activities. The Nursery Supervisor, if available, may be asked to provide childcare for other church functions.

Pay

The Nursery Supervisor is a part-time position and will be guaranteed \$50/Sunday. If scheduled for other events, the Nursery Supervisor will be paid \$15/hour.

### Duties/Responsibilities

Among other things, the Nursery Supervisor of First Presbyterian Church of Lewistown shall:

1. Establish and maintain a safe environment for children that is clean, safe, and stimulating for the children's developmental level.
2. Age-appropriate care which might include bottle feeding, changing diapers, putting children down for naps, holding, sitting with, and cheerfully interacting with children through games, stories, and play.
3. Manage a nursery setting through positive redirection, problem solving, setting appropriate limits and active listening.
4. Relate well to the children and their parents.
5. Treat each child and parent with dignity and respect.
6. Communicate questions and concerns to the parents.
7. Follow suggested Montana State Licensing Codes regarding the care of young children.
8. Straighten room, clean, sanitize and put away any toys each week.
9. Communicate, in advance, by phone to the Children's Ministry Elder and Pastor of any unexpected absences.

### Required

Applicants will be required to abide by First Presbyterian Church's Child Protection Policy, including passing a background check and obtaining a First Aid and CPR certificate.

### Application

To apply, please submit a resume, including at least three references, to Rev. Kimmy Briggs at First Presbyterian Church (kimmyfpclwtn@midrivers.com)