



# COLONIAL PRESBYTERIAN CHURCH

## Colonial Kids Nursery Administrator - SKC

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### **JOB DESCRIPTION**

Responsible for development, implementation and administration of Nursery Sunday Program and Special Programs.

Position Type: Part-time, Non-exempt

### **WORKING RELATIONSHIPS**

Reports to: Director of Children's Ministries

Supervises: Ministry partners

Teams with: Colonial Kids staff

### **DUTIES & RESPONSIBILITIES**

#### **A. General**

1. Follow established policies and procedures of Colonial Presbyterian Church.
2. Track Sunday morning attendance patterns.
3. Coordinate, train, motivate and supervise ministry partners (teachers, small group leaders, "special team" leaders and teen helpers).
4. Promote the Colonial Kids Ministry by maintaining good public relations between parents, teachers and administrative staff, while inspiring spiritual growth and development.
5. Supervise classroom organization; evaluate resource needs, and curriculum inventory.
6. Responsible for care and nurture of ministry partners and children involved in Colonial Kids and other special programs.
7. Attend weekly Colonial Kids Staff Meetings; meet with opposite campus Colonial Kids Administrators as needed, attend CPC staff meetings, and other meetings as requested.
8. May perform other duties as assigned.

#### **B. Annual**

1. Take or provide proof of attendance to Infant and Child First Aid, CPR every two (2) years, Signs and Symptoms of Illness, and Recognition of Child Abuse training.
2. Work with the Children's Ministry team to conduct a teacher training session in the Fall.
3. Develop and supervise along with other members of the Colonial Kids educational staff special events:
  - a. Ministry Partner Recognition Sunday
  - b. Safety procedures for fire and tornado
  - c. Seasonal emphasis (Easter, Christmas, Summer activities, Bible Study, etc.)

#### **C. Monthly**

1. Prepare or delegate distribution of message of appreciation or inspiration for ministry partners.

### **SKILLS & REQUIREMENTS**

1. Commitment to Jesus Christ and a desire to serve His Church.
2. Passion for children and seeing them grow in their relationship with Christ.
3. Education and/or solid experience in child related field.
4. Knowledge of child development and Spiritual growth for nursery age children.
5. Strong interpersonal and communication skills.
6. Strong administration and organization skills.
7. Recruiting, training, leadership and mentoring skills.
8. Team building and volunteer coordinating skills.
9. Ability to respond quickly and efficiently to varied concerns that arise.
10. Creativity.
11. Computer literacy in Microsoft Word, Excel, Outlook and Explorer.

## **POSITION DETAILS**

1. Weekday - Office environment
2. Sunday and special events

## **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: \_\_\_\_\_