first CHURCH BIRMINGHAM

518 North 19th Street
Birmingham AL 35203
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www.firstchurchbhm.com

JOB OPENINGS

NURSERY SUPERVISOR

(PART-TIME | 8 - 10 HOURS)

First Church is a diverse congregation with people from various religious backgrounds, races, socioeconomic levels, abilities and genders - we celebrate being an open and welcoming place for all of God's people. Our congregation includes individuals from the LGBTQ community who have been harmed by the church, others who have been disenfranchised from organized religion, families with neurodivergent children seeking safe space, as well as people who have been part of a church their entire lives. Therefore, any staff person must have an appreciation for the diversity of the congregation and an inclusive theology that should be reflected not only in their personal beliefs but in the way they speak and lead a ministry. Finally, the First Church staff works as a highly motivated, collaborative team, so anyone seeking employment must be a team player, able to work well with others as well as be independently motivated.

RESPONSIBILITIES

The Nursery Supervisor is responsible for the safe, welcoming, and well-organized operation of nursery care for infants through 4k children during designated church programming. This is a hands-on, operational role that ensures a high standard of care while supporting the broader vision of the church's children's ministry.

- **Oversee nursery programming for all scheduled services and events**

  Including Sundays, Wednesdays, and designated special events including Arts Camp and Churchwide Retreat

- **Ensure classrooms are properly prepared, staffed, and supplied**

  Prior to each program

- **Maintain safe, clean, and welcoming environments in all nursery spaces**

- **Uphold all church safety and childcare policies**

  (e.g., Safe Sanctuary guidelines)

- **Manage the "Parent Loop"**

  By coordinating classroom photos and writing weekly program summaries for families via GroupMe after every service or program.

- **Provide clear, consistent communication with families, volunteers, & staff.**

Note: *This is not an exhaustive list of responsibilities. Other duties may be assigned as needed.*

This position is part-time working on average 8 - 10 hours per week. Consistent regular hours are Sunday mornings 9:00am – 12:30pm and Wednesday nights 5:15pm - 7:30pm based on the church's schedule. There are also other monthly events and services needing nurseries throughout the year. Times away can be coordinated with the Minister to Families and Youth with notice and nurseries fully staffed.

ACCOUNTABILITY

This position reports to the Minister to Families & Youth & Staff Parish Relations Committee.

JOB REQUIREMENTS

- **Experience working with nursery and/or preschool**
- **Commitment to First Church's mission statement and priorities**

UNIQUE TALENT & SKILLS PREFERRED

Gregarious and kind personality, warmth and understanding with parents and children, deep care for children of all ages, creative, independently motivated, organized, dependable, effective problem solving, communicates well, great interpersonal skills

TERMS OF EMPLOYMENT

- Clear background checks *(Criminal & Safe Sanctuary)* ***REQUIRED***
- 2 professional references
- Valid Driver's License
- The probationary period will be six months

TO APPLY please send a cover letter and resume to
Rev. Katie Gilbert at **KATIE@FIRSTCHURCHBHM.COM**