

First Baptist Church

909 SW 11th Avenue – Portland, Oregon 97205

fbc-portland.org

Nursery Coordinator (.10 - .15 FTE)

The Nursery Coordinator is a key member of the staff team at First Baptist Church, Portland, who works closely with the Associate Pastor, Nursery Workers and volunteers to provide excellent childcare in the age 0 – 2 Nursery for two weekly worship services (8:45 am and 11:00 am), as well as occasional FBC events. Our congregation reflects the cultural and socioeconomic diversity of Downtown Portland and the surrounding metropolitan area, and we are passionate about serving our neighborhood and addressing the spiritual needs of our community. We also serve the spiritual needs of individuals who are only able to participate in our ministries online, many of whom do not live in our geographical area. As such, First Baptist is uniquely poised to address exciting opportunities for mission that can have a significant positive impact on the city of Portland and beyond.

The Staff of First Baptist Church engages in mutual prayer and personal respect; has a commitment to be open to God’s will; and encourages the growth of Christ’s Kingdom on Earth through the Ministries of First Baptist Church of Portland, Oregon.

Time Commitment

- Sundays: 8:30am-12:30pm (4 hours)
- Special Events: Varies (2 hours generally)
- Total Weekly Commitment: 4-6 hours per week

Provisions

- Competitive salary, based on level of experience.
- Salary increases will be considered as part of an annual performance review.
- A mentoring arrangement with staff who have real-life children’s ministry experience.
- A team of supportive staff and volunteers.
- An opportunity to grow vocationally and personally in a unique ministry setting.
- Free Downtown parking in the FBC parking lot.

Reporting Relationship

- This position reports to the Associate Pastor.
- This position supervises the Nursery Associate(s).

Character Qualities

- Personal behavior, when representing First Baptist Church as an employee, that will not bring reproach or embarrassment to the church, its members or staff.
- A team worker, sensitive to other staff and volunteers, treating all with cordiality and respect.
- A collaborative attitude, able to work with different types of people in a sometimes high-pressure environment.
- Must pass a background check.
- Must fully support the mission statement and ministry goals of First Baptist Church.

Required Qualifications

- Commitment to Jesus Christ as Savior and Lord, demonstrating maturity as a person and as a Christian in personal conduct and in relationship with others.
- Basic knowledge of baby, toddler and pre-school child development.
- First Aid certification or nursing experience.
- One to three years' experience in childcare.
- Over age 21, legally able to supervise teenaged assistants and volunteers.
- Attentive to detail and able to ensure the safety of small children in a group setting.

Specific Job Duties

- Be present and available to start receiving children 15 minutes before start of the first worship service.
- Schedule, train and supervise Nursery Workers and volunteers, ensuring at least two workers present at all times (only one person can be under the age of 21).
- Maintain health and safety standards during every Nursery session.
- Ensure all surfaces and toys are cleaned before and after Nursery opening and closing.
- Ensure that all children are properly checked in, using the Check-In sheets, and that all diaper bags and bottles are marked with the child's name, and that the child has a nametag on his or her back.
- Ensure that sick children, or children with a cough or runny nose stay with their parents or guardians, and will not be permitted into the Nursery until they are healthy.
- Be particularly mindful of any allergies or special situations.
- Check all diapers at least every 30 minutes.
- Provide snacks or use snacks and bottles provided by parents.
- Keep watch over play and interactions between staff and children, and between children.
- Prepare or use provided simple Bible lesson, songs, teaching, and spiritual discussions with children.
- Ensure children are only released into the care of their parent or guardian.
- Ensure that nursery laundry is washed and dried before next event.

Applications are available [here](#). This position requires references and a Background Check.

Please note, due to the quarantine order in effect, the church office is not currently open, however we are still working and will respond to you.

Contact Cathy Francis
Business Administrator
First Baptist Church
909 SW 11th Ave, Portland, OR 97205