**Third Presbyterian Church  
5701 Fifth Avenue 🞟 Pittsburgh, PA 15232**

*Assistant Coordinator of Nursery and Children’s Ministries*

**Ministry Area**: Nursery and Children's Ministry

**Status:** Non-Ordained; Part Time/Hourly (3 hours weekly)

**Compensation:** $20 per hour

**Reports To**: Senior Pastor/Head of Staff

**Supervises**: None

**Description and Responsibilities:**

* Create a welcoming and safe environment for the children of Third Presbyterian Church (TPC)
* Provide physical care for the children in the nursery including diapering, feeding, and maintaining a safe environment
* Seek out ways to spiritually nurture the children and their families by interacting with, creating lessons, and other opportunities for learning through play, music, books, games, etc.
* Participate in Sunday Morning childcare at least 48 Sundays annually
* Monitor classroom and equipment for safe, clean condition, and help maintain a regular cleaning schedule so toys, floors, furniture, and linens are always clean and ready for use
* Be dependable and punctual to ensure that the nursery is open when children arrive, and that the nursery is tidied and sanitized after the children leave
* Work with the Associate Pastor and other Sunday School teachers serving as a classroom assistant and co-teacher for elementary aged Sunday School instruction
* Work with Senior Pastor and Christian Education Committee to ensure implementation of TPC nursery and children's ministry curriculum and goals

**Desired Qualifications:**

* Minimum of 18 years of age
* Less than 1 year of experience working with age groups: infants, toddlers, preschool
* High School degree
* First Aid Training, CPR
* Experience supervising and directing children's activities
* Passion for working with and engaging children ages 0-5
* Physical ability to lift children and infants and to interact with them on their level
* Willingness to deal with diaper and clean-up body fluids
* Excellent communication skills
* Ability to reassure concerned parents and children
* Ability to be flexible and work in a fluid environment and function as part of a team
* State required clearances and background checks

**Contact:**

Pastor Kyle Erickson

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