

**First Presbyterian Church of Berkeley**  
**Early Childhood Ministry Program Coordinator**  
Report to Director of Children's & Family Ministry  
Non-Exempt, Unbenefited, Part time 5-8 hrs./wk.

**Job Summary** (*Brief description of what the position was created to accomplish.*)      Date: August 2022

Providing care and support of relational ministry for children birth through pre-kindergarten, including all Sunday programs and paid childcare for regular and special events. The Program Coordinator works with volunteer staff to foster a loving environment with awareness of physical and emotional health, and supervision of activities promoting the spiritual and developmental growth of each child.

**Major Responsibilities/Activities**

**Sunday Program Leadership (80%)**

- Welcoming children and families, including supervising check in and check out procedures
- Participating in and leading all aspects of the Early Childhood curriculum
- Maintaining a welcoming, respectful, safe environment for all children
- Assessing children's health and well-being, following department health protocols
- Providing physical care of children (diapering and toilet support)
- Communicating effectively and discreetly with families
- Addressing emergent situations quickly and effectively, according to department protocols
- Helping to supervise department volunteers

**Special Events Childcare (10%)**

- Supervise children and caregivers at special church and church-sponsored events (e.g. GCC, Annual Meeting, Concerts, special classes for adults, etc.).
- Assist in planning activities for special event childcare

**Resource Management (10%)**

- Set up and tidy up care spaces before and after each event (including light laundry duties)
- Organize and manage inventory, restock and maintain storage spaces, curriculum materials, emergency kits, snacks, and diapering and craft supplies regularly.

**Minimum Requirements**

- Growing and deepening faith in Jesus Christ
- Current CPR certification, with emphasis on infant and toddler emergencies
- Child development or early/primary educational experience
- Service orientation with a passion for children and families
- Resourcefulness and ability to problem-solve
- Excellent communication skills with an ability to interact well with children and adults
- Proven ability to engage with and appreciate diversity in its many forms
- Ability to be a self-directed worker and a team player
- Ability to lift and transport up to 30 pounds (children or equipment)
- Ability to sit on floor and rise from seated position on floor
- Ability to bend over and remain bended for moderate periods of time
- Artistic skills a plus

**SCHEDULE** This position is part-time with the expectation of working on Sundays and weekends as needed. Exact schedule of workdays and days off to be coordinated with the supervisor.

*First Presbyterian Church of Berkeley encourages individuals from traditionally underrepresented communities to apply. According to the value of unity in diversity found in our faith tradition, we are committed to providing equal employment opportunities to all job applicants and do not discriminate on the basis of race, ethnicity, color, national origin, gender, age, marital status, sexual orientation, gender identity or expression, disability, military or veteran status, or any other characteristic protected by federal, state and local laws.*

*Nothing in this job description restricts the right of the leadership of First Presbyterian Church to assign or reassign duties and responsibilities to this job at any time.*

**Rolling review upon receipt. Position will remain open until filled. Offer will be contingent on passing a criminal background check.**

**TO APPLY:** Send resume and cover letter via email to Executive & HR Coordinator, Sharon Gowdy, at [sharong@fpcberkeley.org](mailto:sharong@fpcberkeley.org)