



THE FIRST BAPTIST CHURCH OF THE CITY OF WASHINGTON, DC

1328 16th Street NW | Washington, DC 20036 | www.firstbaptistdc.org

Job Title: Nursery and Early Childhood Coordinator

Reports to: Program Director for Children

Status: Part-time (10 hours/week) | Up to \$12,500/year

Location: Washington, DC

General Description

First Baptist Church (FBC) is seeking a caring, dependable, and nurturing individual to serve as our Nursery and Early Childhood Coordinator. This part-time position provides a safe, welcoming, and loving environment for infants through four-year-olds during Sunday morning worship and church programming. The Nursery and Early Childhood Coordinator ensures high standards of care, supervises volunteers or assistants as needed, and supports the church's mission to provide spiritual hospitality to families with young children. The position of Nursery and Early Childhood Coordinator is defined by this document as approved by The First Baptist Church of the City of Washington D.C. This is a part-time position based at the church, reporting to the Program Director for Children.

Duties and Responsibilities

- Provide attentive, compassionate care for infants, toddlers, and pre-school children in the church nursery area on Sundays from 9:00 am – 1:00 pm, and during special events as needed.
- Create a safe, clean, and age-appropriate environment for play, rest, and care.
- Ensure toys and materials are sanitized and properly maintained.
- Welcome families, check children in and out, and communicate with parents as needed.
- Collaborate with the Program Director for Children to ensure children 0 to 4 years of age are divided in age-appropriate classroom spaces (infants, toddlers, 3-4 year olds, etc.).
- Collaborate with the Program Director for Children to provide age-appropriate spiritual formation.
- Maintain appropriate adult-to-child ratios and supervise any assistants and/or volunteers.
- Order supplies as appropriate.
- Follow all church safety and child protection policies.
- Report any incidents, concerns, or supply needs to the Program Director for Children.

Essential Job Qualifications:

- Experience working with infants and young children in a church, childcare, and/or educational setting.
- Warm, patient, and reliable, with strong interpersonal and communication skills.
- Ability to lift and carry infants or toddlers as needed.
- Commitment to creating a safe and inclusive environment for all children and families.
- Must be at least 18 years old.
- Current CPR/First Aid certification (or willingness to obtain).
- Background check and reference check required prior to hiring.
- Familiarity with or willingness to learn FBC's mission, values, and theological vision.

Working Conditions:

- Must be available on Sundays from 9:00 am – 1:00 pm and for occasional evening/weekend events.
- Must be able to lift/move materials and supplies as needed.
- Must be able to use contemporary information and communication technologies, especially those connected to church database management.

Compensation and hours:

- Compensation for this position is up to \$12,500/year based on education, certification, and experience.
- The position requires approximately 10 hours per week, and is hybrid – some work on-site and some remotely.

Application Process

Please submit a digital application via email to nursery@firstbaptistdc.org. The application should include one PDF file that includes a cover letter, resumé, references, and any supplemental materials that highlight your work and experience. Review of applications will begin immediately and continue until the position is filled.

About First Baptist

Thomas Jefferson was President and Washington D.C. was but a village of a few thousand people when, in July 1801, Baptist Christians gathered for the first time in in the U.S. Treasury Building. In March of 1802, six laypeople and four ministers established this church in a private home. From that time, First Baptist Church has worshiped and served in the heart of the nation's capital.

The congregation has worshiped God in five buildings on four sites in the District of Columbia, including what is now Ford's Theater (where President Lincoln was assassinated). The congregation moved to its current location (16th & O Streets, NW) in 1890. The first worship service in the present sanctuary took place on Christmas Day 1955. In the early 1800s Luther Rice, a member here, used First Baptist as home base during his national travels organizing mission support among Baptists. With the support of our first pastor, Obadiah Brown, Rice led Baptists in founding Columbian College, now George Washington University.

Since 1845, First Baptist has served as a link between major national Baptist bodies. FBC partners with the Alliance of Baptists, American Baptist Churches in the U.S.A., Cooperative Baptist Fellowship, the Baptist World Alliance and the District of Columbia Baptist Convention.

First Baptist welcomes all people into the life of the church. We are grateful to God for the diversity in our congregation of ethnicity, race, citizenship, gender, sexual orientation, age, physical and mental ability, faith background, economic status, political persuasion, education and life experience.