



First Presbyterian Church, Lake Forest
Position Description: Nursery Supervisor

March 2026

SUMMARY DESCRIPTION

First Presbyterian Church of Lake Forest seeks a part-time Nursery Supervisor to lead and maintain our church nursery. This individual creates a welcoming, loving, and safe environment for infants and toddlers during Sunday worship services. The Supervisor oversees a small team of student workers and reports to the Director of Children's Ministry.

AREAS OF RESPONSIBILITY

- **Operations:** Arrive by 8:45 AM Sunday mornings to prepare the room, organize check-in materials, and ensure supplies are ready.
- **Leadership:** Assist the Director of Children's Ministry by overseeing 2–4 college and high school student workers.
- **Scheduling:** Coordinate the weekly schedule of nursery workers to ensure adequate coverage.
- **Hospitality:** Greet families warmly and facilitate a smooth check-in process using the Church Center app.
- **Direct Care:** Provide hands-on care for infants and toddlers, including playing, rocking, and soothing children during transitions.
- **Safety & Hygiene:** Monitor children for hunger, discomfort, or diapering needs; oversee the cleaning and sanitizing of toys and equipment after use.
- **Classroom Management:** Ensure toys are organized and returned to marked locations; monitor inventory of supplies (diapers, wipes, etc.).
- **Engagement:** Build rapport with parents to support them and their children's integration into the church community.

QUALIFICATIONS & CHARACTERISTICS

- **Experience:** Proven childcare experience with a genuine love and respect for infants and toddlers.
- **Temperament:** Friendly, cheerful, and patient with a positive attitude.
- **Knowledge:** Familiarity with developmental milestones and needs of babies/toddlers.
- **Reliability:** Extremely dependable with a commitment to consistent Sunday attendance.
- **Interpersonal Skills:** Ability to collaborate effectively with student workers, volunteers, and parents.

- **Compliance:** Must pass a standard background check and be eligible to work in the US.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Early Childhood Education (or currently pursuing a degree).
- Current CPR/First Aid Certification.

HOURS AND TERMS

- **Regular Hours:** Sunday mornings, 8:45 AM – 10:45 AM (approx. 2 hours/week).
- **Holiday Hours:** Easter Sunday (8:30 AM – 12:30 PM) and Christmas Eve (2:30 PM – 6:30 PM).
- **Special Events:** First Camp (June 8–12, 9:00 AM – 12:00 PM).
- **Compensation:** Minimum \$20/hour (higher rates available based on experience).

TO APPLY

Please contact Rachel Magnusson at rmagnusson@firstchurchlf.org or **847-234-6250**. Applicants should be prepared to provide professional references.