



Employment Qualifications: PDOC
Effective Date: February 2025
Revision Date: February 2025

Church Operations Policy Section: Job Descriptions
Policy: Church Employment
Employee Classification: P/T Non-Exempt Position

POSITION: PARENT’S DAY OUT COORDINATOR

Policy

Statement: It is the policy and practice of First Presbyterian Church of Marietta to enlist the professional and ministerial services of qualified people to support and further the work of God’s kingdom through the church. This job description is intentionally goal oriented and presents general qualifications as well as specific goals for a successful and productive employment relationship with church staff, the congregation, and the local community.

The qualified candidate:

1. Acknowledges Jesus Christ as his/her personal Lord and Savior.
2. Depends fully on the Lord’s wisdom and the guidance of the Holy Spirit for strength for his/her daily activities.
3. Embraces the role of a welcoming and positive ambassador for the church, creating a warm, inviting, and nurturing environment for children. Supports the church’s values and mission are reflected through interactions with parents and teachers.
4. Must be able to work effectively and flexibly as a member of the Fellowship and Outreach Ministry Team and to receive direction from his/her direct Supervisor (Associate Pastor of Fellowship and Outreach), the Children’s Fellowship Committee, and other Fellowship and Outreach Council members.
5. Is able to maintain patience with church personnel, church members, and the public by relating a positive, affirmative image of the church.
6. Is willing to accept performance goals for his/her area of responsibility and be accountable for expected results.
7. Is prepared for multitasking and flexibility, navigating a dynamic parent/teacher/child environment in stride, and for the request of intermittent irregularity in working schedule.
8. Is skilled or has an aptitude in all general aspects of church and church program development, planning, and management that pertain to the ministry service position.
9. Is prepared for and open to advanced technology capabilities including, but not limited to, Realm, Microsoft Office Software, and accounting software.
10. Has attained the minimum of a college degree or equivalent.



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Principal

Function: Responsible for assisting the ministry efforts of First Presbyterian Church Marietta through the Parent’s Day Out Ministry for the fellowship, ministry, and mission of the FPC congregation.

Skill Requirements:

- Capable of leading, supporting, and empowering a team of PDO teachers, fostering a positive, collaborative, and respectful culture that promotes effective communication and a shared commitment to providing exceptional care.
- Communicates clearly, concisely, and professionally with volunteers, parents, church staff, and supervisor both verbally and in written communications.
- Demonstrates emotional intelligence and stability, as well as relational acumen. Treats all stakeholders with kindness, respect, and tact.
- Fosters a healthy and harmonious ministry climate.

Work Schedule:

Monday through Friday, 8:30-1:30 p.m., including during the summer months. Other holidays and breaks align with the Preschool calendar (e.g., Christmas break, Spring break, etc.).

Outline of Responsibilities:

1. Lead, with the assistance of the Director of Fellowship & Outreach, planning, managing, and evaluating an effective Parent’s Day Out (PDO) ministry program.
2. Provide a safe Christian environment for infants and children to be cared for and nurtured by a qualified, caring staff in accordance with all FPC hiring policies.
3. Promote communication, understanding, and positive relationships between parents, volunteers, and care providers.
4. Work with the Director of Fellowship & Outreach to coordinate building space management for the needs of PDO.
5. Adhere to the FPC Child Protection Policy for all PDO employees and volunteers.
6. Work within the Financial Transaction Policies of the Church using QuickBooks and the Financial Transaction Form to maintain an orderly accounting of all PDO ministry expenses. Work together with the Finance Associate to adhere to all PFC payroll policies and timekeeping requirements.
7. Adhere to all protocols and policies set forth by the Safety and Security Committee to

protect children.

- 8. Assess possible risk and exposure to children and the church reporting to direct supervisor and the Safety and Security as identified.
- 9. Plan ahead in all things possible, including importantly scheduling personal time away from work for needed rest, refreshment, and as well for continuing education.
- 10. All other duties as assigned by direct Supervisor.

Organizational Placement, Compensation, and Benefits:

- Direct Supervisor: Director of Fellowship & Outreach
- Liaison to the Parent’s Day Out Committee and member of the Fellowship and Outreach Team.
- Peer to Preschool Director, working in partnership to ensure the church’s mission and quality of care is reflected in both PDO and Preschool.
- Supervisor for PDO staff.
- Part-Time, non-exempt position with applicable benefits per the current FPC Employee Handbook.

Compensation: _____ \$xx.xx base hourly rate

Authorized: _____ Date: _____
HR Committee Chair

_____ Date: _____
Parent’s Day Out Committee Chair

Verified: _____ Date: _____
Director of Fellowship and Outreach

_____ Date: _____
Director of Administration

Acknowledged: _____ Date: _____
Coordinator of Parent’s Day Out Ministry

Printed Name: _____ Date: _____