

NURSERY CAREGIVER

PURPOSE:

To provide a consistent nurturing presence in the nursery.

ACCOUNTABILITY:

Accountable to the Session through the Administration Team.

MAIN RESPONSIBILITIES:

1. Preparing a nurturing place for our infants and toddlers to be cared for during worship and church school.
2. Serving as the coordinator for the nursery, making sure to schedule coverage during special services and other events when nursery care is needed.
3. Working with the pastor and/or the Education Team to make sure there are sufficient supplies and materials.
4. Maintaining records for the nursery, including which and how many children attend each week and the distributing/collecting of child care forms from parents.
5. Planning a short Sunday School lesson (story, craft, song, etc.), depending on the age range in attendance, to be taught during the Sunday School time frame. This lesson must follow the curriculum provided.
6. Building and maintaining relationships with the parents of the children, staying attuned to any special needs or requests and knowing who each child's guardians are in case they are needed.
7. Cleaning of toys, sanitizing of toys and all nursery surfaces, and removing trash if diapers and/or food items are present.
8. Changing diapers (when approved by parents) and caring for the physical/hygienic health of each child.

QUALIFICATIONS:

- Minimum of a high school diploma
- CPR and First Aid certification
- Caring nature and competence with children of all temperaments
- Pleasant demeanor that represents the church well
- Team player
- Willingness to complete mandatory reporting

PREFERRED QUALIFICATIONS:

- Personal faith in Christ
- Desire and ability to teach children the Christian faith in both words and deeds
- Past childcare experience, especially in the context of supervising multiple children at one time
- Personal satisfaction in serving a church and helping it achieve its mission and ministry every week.

SALARY AND TERMS OF EMPLOYMENT:

The Nursery Caregiver will be responsible for staffing the nursery on Sundays from 10:00 AM until 12:00 PM or at designed times per the head of staff or his/her designee.

OTHER REQUIREMENTS:

The applicant must be willing to be subject to a background check and a physical with a drug screening. This will be conducted at the employer's expense.

PERFORMANCE AND SALARY REVIEW:

This will be completed annually by the Administration Team of the Session.

Approved 2018/04/12.

Revised August 2023