

Church Nursery Worker Job Description

Job Description Purpose:

To provide dependable, safe, secure, and nurturing care to the children while at our Church, ages 0-4 years in a clean environment.

Responsibilities:

- Responsible for providing age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom maintaining a safe environment, putting children down for naps holding, or sitting with and cheerfully interacting with children through games, stories, play and prayer. Universal precautions should always be used while changing diapers or time of body fluids.
- Be polite, friendly, and courteous to all children, parents, and volunteers.
- Childcare hours include every Sunday 9:15 AM to 12:30 AM & Wednesday from 5:00 PM to 7:15 PM
- You are expected to work all Sundays even if it falls on a holiday. You will have the option to work other church events, i.e. Easter, Christmas, Vacation Bible School, Sprinkle Mission, etc. The opportunity for extra work will be announced at least 4 weeks prior to the event.
 - There will always be services on Ash Wednesday, Maundy Thursday, and two services on Christmas Eve. If you choose to work extra at these other events, the hour(s) of the nursery will be specified.
- Stay until the children are secured with a responsible adult named on the child's registration form.
- In the event of an emergency notify the parents and Family Ministries Director immediately.
- Straighten the room and clean any toys/beds before leaving.
- Report to the Family Ministries Director any issues which are hindering the carry out of the duties or responsibilities.
- Communicate in advance, by phone to the Family Ministries Director:
 1. Any planned absences with an advance two-week notice
 2. Any unplanned absences at least two hours prior to the shift.

Qualifications:

- Experience in caring for children between the ages of 0 to 4 with the ability to adapt and interact with a variety of personalities.
- At least 18 years of age.
- Satisfactory completion of background check and Safe Sanctuaries Training (provided)
- Three personal and three professional references.

Termination Policy: There will be a 90 day probationary period where either party may terminate employment without cause. Beyond this a two week notice is expected.

Other Requirements:

Dependability is essential. Tardiness and excessive absences cannot be tolerated and will result in termination of employment. Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member. Termination may occur for failure to carry out job duties as described above or failure to comply with the Safe Sanctuaries Policy.