

## **Sunday Morning Church Nursery Worker Job Description**

**Purpose:** To provide dependable, safe, secure, and nurturing care to the children, infants and toddlers while at our church.

### **Responsibilities:**

- Responsible for providing age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, holding, or sitting with and cheerfully interacting with children through games, stories, play and prayer. Universal precautions should always be used while changing diapers.
- Be polite, friendly, and courteous to all children, parents, and volunteers.
- Arrive 15 minutes prior to the Early Morning Service. Child care hours include every Sunday 8:30 AM to 12:00 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, special events. The opportunity for extra work will be announced at least 4 weeks prior to the event. There will be services on Ash Wednesday, Maundy Thursday, Good Friday and three services on Christmas Eve- 3:00, 4:30 & 10:00pm. Childcare is only necessary at the 3:00 & 4:30 Christmas Eve services.
- You may serve as a substitute nursery care provider on Wednesday evenings when needed.
- Stay until the children are secured with a responsible adult named on the nursery sign in form.
- In the event of an emergency notify the parent via cell phone number on sign in form.
- Straighten the room and clean any toys before leaving. All toys that have had contact with saliva will require special attention. A sanitizing solution will be available to use in the nursery.
- Attend an evaluation after a 90 day probationary period and thereafter annually.
- Report to the nursery coordinator any issues which are hindering the carry out of the duties or responsibilities.
- Communicate in advance, by phone to the nursery coordinator: 1) any planned absences with an advance two week notice, or 2) any unplanned absences at least two hours prior to the shift.
- Notify nursery coordinator of any nursery supply needs

### **Qualifications:**

- Experience in caring for children between the ages of 0 to 7 with the ability to adapt and interact with a variety of personalities.
- At least 21 years of age
- Satisfactory completion of background check
- Satisfactory completion of CPR training for infants and children suggested
- Three references
- Must have own transportation