

Job Description – Nursery Staff

Purpose: To provide care, support, and guidance for children birth-5 years old, as well as, provide a positive and safe atmosphere in the nursery for children and their families during Church services, Wednesday Night Programming, and special events.

I. Lines of accountability:

- A. To the Children's Ministry Coordinator
- B. To the Pastor
- C. To the Children's Ministry Team

II. Nature and Scope:

- A. Provide and coordinate care for children 2-5 years old in the **Toddler Nursery** and care for children birth-2 years old in the **Infant Nursery during both church services.**
- B. Provide care for children birth-2 years old in the **Infant Nursery during Adult Forum Hour.** If there are no infants present during this time, assist Preschool Sunday School teachers in monitoring children in the Toddler Nursery.
- C. Provide care for children birth –1st grade during Wednesday Night Programming.
- D. Provide necessary communication for families concerning their children.
- E. Work with nursery volunteers, providing guidance and support when needed.

III. Major Responsibilities:

- A. Greet all families and children.
- B. Guide families to **sign-in and out** and provide a name tag for each child.
- C. Provide information and general feedback for families concerning their child.
- D. Interact with children through play, books, and conversation.
- E. Provide an atmosphere where each child feels safe and accepted.
- F. Maintain the rooms by picking up toys, noting areas needing supplies and/or cleaning and notifying Youth and Children's Minister.
- G. Provide toileting and diapering needs for children when needed.
- H. Check to make sure all nurseries have adequate volunteers per child ratio (4 infants per adult and 7 toddlers per adult) and seek out further help if needed.

IV. Knowledge, Skills, and Abilities Required:

- A. Knowledge and interest in working with young children.
- B. Ability to work cooperatively with parents, volunteers, and church members.
- C. Ability to communicate effectively.
- D. Certified or willing to be certified in Pediatric CPR and First Aid.
- E. Must pass a pre-employment background check.
- F. Friendly and Fun!

V. Hours:

- A. Sundays – 8:00-11:30am
- B. Wednesdays – 5:15-8:00pm
- C. Special events as needed per your availability.

VI. Salary:

- A. \$9.44 an hour. Time sheets are to be kept in the Christian Education mailbox and will be collected every other week. Paychecks will be mailed to your address. Direct deposit is available.