

NURSERY CAREGIVER

JOB SUMMARY: To provide supervision and care for the infant and toddler nursery (0-4 years) and to those children who are present for Sunday School and Worship. It will be the responsibility of the caregiver to arrive 15 minutes before services start and stay 15 minutes after.

QUALIFICATIONS: Over 18 years of age preferred

Satisfactory background check

CPR training

Knowledge of basic first aid procedures

Can furnish references

Dependable

Experienced in working with younger children

Knowledgeable about the development, characteristics, and needs of infants and Preschool children.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The Nursery Caregiver is responsible for:

1. Knowing and greeting each child
2. Ensuring a safe environment for small children
3. Playing with, directing to appropriate toys and comforting children in the nursery
4. Asking parents to sign their child into the nursery
5. Ask for cell phone numbers of parents of children in the nursery
6. Directing teen and adult helpers to their locations, informing them of their responsibilities.
7. Notifying the church office about repeat visitors
8. Taking care of toileting needs
9. Supervising clean up so the materials are put in proper locations, disposing of broken toys and cleaning toys with an appropriate cleaner once a week.
10. Notifying the Personnel Committee about assigned helpers as needed.
11. Meeting and/or communicating with the Personnel Committee periodically to organize the facility and plan for future needs
12. Knowledge and enforcement of church's child protection policy as it pertains to the nursery. This includes child protection training.

CORE COMPETENCIES:

Composure. Is cool under pressure and can handle stress.

Dealing with Ambiguity. Can effectively cope with change and can comfortably handle risk and uncertainty.

Informing. Provides the information people need to know to do their jobs and to feel

good about being a member of the team; is timely with information.

Function/Technical Skills. Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

Integrity and Trust. Is seen as a direct, truthful, kind, mature and highly ethical individual.

Self-Development. Is personally committed to and actively works to continuously improve him/herself.

RELATIONSHIPS: Work under the direction of the Personnel Committee. If the paid caregiver is unable to serve, that person must contact the Personnel Committee.

SUPERVISION OF OTHERS: Supervise and assist the volunteers from the congregation that are helping care for the children.

HOURS: **Sunday mornings:** from 15 minutes before Sunday school to 15 minutes after Worship service, at this time: 8:45-11:15. **Special Services:** Childcare will also be provided for Christmas Eve (7:00 p.m. service) and other special services as needed.

In the event services are cancelled due to inclement weather the caregiver will not be paid. Effort will be made to notify the caregiver of such cancellations, but it will be the ultimate responsibility of the caregiver to check church sources for the information via local listings of cancellations.

In the event that no children are present, the caregiver must stay until services have ended.

If additional church events are planned the Personnel Committee will contact the caregiver.

GRIEVANCES: Grievances will be addressed to the Personnel Committee. Final resolution authority rests with the Session (an elected board of Elders).

BENEFITS: Eight hours paid leave per year, not to accrue. Social Security and Workman's Compensation, no other benefits.

PAY RANGE: \$10 to \$15 an hour, commensurate with education and experience.