

# West End Presbyterian Church

## Church Nursery Staff Job Description

**Job Title:** Church Nursery Staff

**Purpose:** To provide dependable, safe, secure and nurturing care to the children, ages 0 through 3 years old, so that families using the nursery will experience the love of God in a safe, nurturing environment.

**Accountability:** Accountable to the Director of Christian Education

### **Part Time Position**

**Pay** based on experience

### **Job Requirements**

- Experienced in the care of children 0-4 years of age with the ability to adapt and interact with a variety of personalities/characteristics.
- Must be 18 years of age or older.
- Satisfactory completion of background check.
- Provide documentation of immunizations recommended by NC Dept. of Health (measles, mumps, pertussis, chickenpox, and flu)
- Must maintain CPR training for infants and children. (Training will be provided by WEPC.)
- Must adhere to West End Presbyterian Church Child and Youth Protection Policy
- Provide two references from unrelated sources.

### **Responsibilities:**

- **Responsible for providing age-appropriate care** which includes:
  - Feeding
  - Changing diapers
  - Escorting children to the bathroom
  - Maintaining a safe environment
  - Sitting with and cheerfully interacting with children through games, stories, play and prayer (Materials will be provided)
- **Be polite, courteous and friendly** to all children, parents and volunteers.
- **Arrive 15 minutes prior to worship service or event.** Typical Sunday morning nursery time is 9:45am-12:15pm. In addition to Sunday morning, we may have other events or special services that need nursery care to be available. The information regarding dates and times and the nursery staff's availability will be communicated and coordinated with the DCE. Time worked on any holidays will include extra pay. Examples of special services and events include: Christmas Eve, Maundy Thursday, Good Friday, VBS during summer.
- **Stay until children are secured** with a responsible adult named on the child's registration/check-in form
- **Straighten the nursery room** and clean any toys/beds before leaving the nursery. Used bed sheets will need to be placed in the dirty linen container and clean sheets are to be placed on the beds. All toys that have had contact with saliva will require special attention with the sanitizing solution available in the nursery.
- **Communicate in advance** by phone to the DCE any planned absences with an advance two-week notice and any unplanned absences at least two hours prior to the shift

**Relationships:** relates to DCE as supervisor, parents and children of nursery age, and the Christian Education Ministry Team

**Evaluation:** Performance reviews will be conducted annually by the DCE as Supervisor with input from the Christian Education and Human Resources Ministry Teams, which also will annually review the adequacy of compensation.

Signature of Nursery Staff: \_\_\_\_\_