

JOB DESCRIPTION FOR NURSERY/CHILD CARE WORKER

PRIMARY FUNCTION: To provide for the child care and nursery ministry during worship services, small groups, fitness classes and other groups for children (ages 0 through 5th grade, as needed).

QUALIFICATION: Experience in child care, completed Child and Youth Protection training, national background check, and up-to-date references.

SPECIFIC SKILLS AND QUALITIES:

- Demonstrated commitment to Jesus Christ and the mission of the church.
- Demonstrated knowledge and understanding of infants and toddlers, their needs and development.
- Experience in effectively working with young children primarily of infant and toddler ages.
- Demonstrated effective communication skills with people of all ages.
- Demonstrated ability to plan and lead activities with young children, including but not limited to: music, play, recreation, and stories.
- Reliability and dependability.
- Positive, warm, cheerful manner.
- Flexibility.

DUTIES:

- Cheerfully greet and help parents sign the children in and out.
- Participate actively in the care of the children.
- Inspect toys regularly for safety, cleanliness and working order.
- See that necessary supplies are on hand (diapers, baby wipes, etc.).
- Pick up toys after each shift. Ensure rooms are in order for next shift and for Preschool Program (Uptown location).
- Maintain open communication with parents concerning their child's needs, requests for changes, or complaints.
- Inspect furniture/equipment regularly and request repairs or new equipment as needed.
- Consult with the Childcare Coordinator and Director of Children's Ministry in cases of behavior problems, parental complaints or other situations which require assistance or input in the over-all interest of the nursery.
- Show a primary concern for the welfare of the children in the nursery and a secondary concern for the best interests of the church nursery itself.

DIRECTION RECEIVED FROM AND REPORTS GIVEN TO:

Childcare Coordinator
Director of Children's Ministry

HOURS OF WORK:

Flexible hours. There will be opportunities to work during the week and weekends with special events, worship services, and other childcare requests as needed.

COMPENSATION: Hourly wage at a rate set by the Staff Parish Relations Committee.

EVALUATION: A yearly assessment will be completed by the Childcare Coordinator and Director of Children's Ministry.

REVIEW: This document is to be reviewed annually.

Revised 2016