



NURSERY CARE PROVIDER Job Description

MAJOR DUTIES

1. Provides care and nurture for infants and toddlers, birth through five years of age, including those who are not toilet-trained.
2. Works with parent and youth volunteers to coordinate their participation.
3. Maintains a safe, clean and nurturing environment.

SPECIFIC RESPONSIBILITIES

1. Prepares room for children's arrival (sets out clean toys, and checks supply of parent information forms, and copy of Nursery Rules.
2. Receives infant(s)/pre-schooler(s) from parents or other responsible adult. Monitors signing in and out of children. Maintains accurate records.
3. Greets children and parents new to nursery by providing a friendly welcome, basic information. Asks parent to fill out information and gives them a copy of Nursery Rules for child(ren). Asks parents to label all belongings.
4. Provides activities appropriate to children's development.
5. Arranges for cleaning of toys.
6. Collaborates with the Christian Education Committee on purchasing new materials and equipment and enhancing the room environment with visual displays.
7. Guides the children to be respectful of other children, the adult leaders, and the room environment.
8. Maintains a safe and healthy environment. Changes diapers when necessary.
9. Arranges for supplies, including baby wipes, latex gloves, hand hygiene products, Kleenex, and plastic waste-basket liners.

JOB REQUIREMENTS:

- Experience in caring for and working with infants and children.
- Infant and pediatric CPR training and first aid training.
- Screening for TB on hire and every 2 years.
- Background check and fingerprinting prior to hire.
- Basic knowledge of child development and needs of infants and toddlers.
- Ability to lead adult and youth volunteers.

RELATIONSHIPS:

Nursery Care Provider works under the supervision of the Pastor, but is generally expected to work independently in the Nursery. Work is reviewed through feedback from the parents, occasional observation of work with children and volunteers, and room appearance. Also works with the Christian Education Committee for direction and support.

PHYSICAL DEMANDS

Work may involve long periods of standing, with recurring bending, crouching, stooping, etc. Frequent lifting and carrying of children will be required.

WORK HOURS

Work hours are generally from 9:00 a.m. to 12:00 a.m. on Sundays, September through May; and 9:00 a.m. to 11:00 a.m., June through August. There will be occasional events and/or services for which childcare may be requested. There is no paid vacation, but Nursery Care Provider may take two unpaid Sundays off in the summer, and two between September and May, excluding Church Holidays. Two weeks advance notice to the Pastor is required to schedule time off.