

## Church Nursery Worker Job Description

Purpose: To provide dependable, safe, secure, and nurturing care to the children while at our Church, ages 0-4 years in a clean environment.

### Responsibilities:

- o Responsible for providing age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding, or sitting with and cheerfully interacting with children through games, stories, play and prayer. Universal precautions should always be used while changing diapers or time of body fluids.
- o Be polite, friendly, and courteous to all children, parents, and volunteers.
- o Arrive 15 minutes prior to the Early Morning Service. Child care hours include every Sunday 8:30 AM to 12:30 PM. You are expected to work all Sundays even if it falls on a holiday. You will have the option to work other church events, i.e. Easter, Christmas, Vacation Bible School, Sprinkle Mission, etc. The opportunity for extra work will be announced at least 4 weeks prior to the event. There will always be services on Ash Wednesday, Maundy Thursday, and two services on Christmas Eve. Currently there are additional choral services the weekend before Christmas and a patriotic service for July 4. If you choose to work extra at these other events, the hour(s) of the nursery will be specified.
- o Stay until the children are secured with a responsible adult named on the child's registration form.
- o In the event of an emergency notify the parent via the communication system. Cell phone/pager.
- o Straighten the room and clean any toys/beds before leaving. Used bed sheets will need to be placed in the dirty linen container and clean sheets are to be placed on the beds. Church staff or the volunteer will be responsible for laundering the sheets. All toys that have had contact with saliva will require special attention. A sanitizing solution will be available to use in the nursery.
- o Attend an evaluation after a 90 day probationary period and thereafter annually.
- o Report to the nursery coordinator any issues which are hindering the carry out of the duties or responsibilities.
- o Communicate in advance, by phone to the nursery coordinator: 1) any planned absences with an advance two week notice, or 2) any unplanned absences at least two hours prior to the shift.

### Qualifications:

- o Experience in caring for children between the ages of 0 to 4 with the ability to adapt and interact with a variety of personalities.
- o At least 18 years of age
- o Satisfactory completion of background check and drug screening
- o Must present the results of a current (within 1 year) Tuberculin and current immunizations.
- o Satisfactory completion of CPR training for infants and children.
- o Must adhere to First United Methodist Church Child Protection Policy Guidelines.
- o Three references.

### Termination Policy:

- o There will be a 90 day probationary period where either party may terminate employment without cause. Beyond this a two week notice is expected.
- o Dependability is essential. Tardiness and excessive absences cannot be tolerated and will result in termination of employment.

Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member. Termination may occur for failure to carry out job duties as described above or failure to comply with the "First United Methodist: Child Protection Policy".