Nursery Worker Job Description

PURPOSE: The nursery worker shall support the Children's ministry:

- Provide nursery care for infants and small children during Sunday worship and special Church events alongside church volunteers.
- Ensure that the nursery is a welcoming and safe environment for the infants and children, aged 3 and under, of visiting and member parents/guardians, so that the adults may participate fully in worship, fellowship, and educational activities with the knowledge their children are being well cared for.
- Provide a consistent, familiar person for the little ones and parents to see week to week.

SUMMARY OF DUTIES: To provide a safe, nurturing, environment for children, from birth - age three, during Sunday morning worship and possible other church related functions, as needed.

RESPONSIBILITIES:

- Responsible for providing age-appropriate care which may include: feeding, changing diapers, maintaining a safe environment, putting children down for naps, holding, or sitting with and cheerfully interacting with children through games, stories, and play.
- Be polite, friendly, and courteous to all children, parents, and volunteers.
- Greet parents and children, by name when able, when they come to the Nursery. Ensure the nursery is a place of joy, play, and friendship.
- Stay until the children are secured with a responsible adult named on the child's registration form.
- Abide by all Grace Covenant Child Protection policies.

- In the event of an emergency, notify the parent via cell phone.
- Clean and straighten the room including sanitizing toys prior to leaving.
- Communicate needs for supplies, snacks, etc. to the Director of Grace Kids.
- Report to the church staff any issues which are hindering the carry out of the duties or responsibilities of this position
- Communicate in advance, by in writing or by phone to the church staff: 1) any planned absences with an advance of at least two weeks 2) any unplanned absences at least two hours prior to nursery hours.

COMPENSATION AND HOURS:

- Compensation depends on experience.
- Childcare hours are Sunday mornings from 9:15 am to 11:15 pm with possible additional hours available for special events and holidays.

QUALIFICATIONS:

- Be of good moral and Christian character.
- Experience in caring for children between the ages of 0 to 3 with the ability to adapt and interact with each child and their varying needs.
- Knowledge of the age-appropriate needs for children 0-3 years.
- Ability to adapt and interact with a variety of personalities/characteristics common to children ages 0-3 years.
- At least 18 years of age.
- PA Clearances are required.