

POSITION: Church Nursery Worker

SUPERVISOR: Nursery Coordinator and SPRC Liaison

STATUS: Part Time

FLSA: Non-Exempt

EFFECTIVE: January 1, 2016

**JOB SUMMARY:**

The Nursery Workers will provide for a safe, secure and welcoming environment for children, and their parents/guardians, in our Nursery.

**ESSENTIAL DUTIES:**

- ☐ Create a welcoming and nurturing environment in the Nursery for the children and their parents/guardians.

- ☐ Get to know the children and their parents/guardians by name.

**CORE COMPETENCIES:**

- ☐ Must be able to pass a National Background check.

- ☐ Take "Awareness Training" about abuse (offered as an email link)

- ☐ Knowledge of child development and experience caring for small children.

- ☐ Demonstrates professional, caring and appropriate behavior with children and adults.

- ☐ Good organizational and communication skills.

- ☐ Age 18 or older

- ☐ Able to lift and carry up to 40 pounds and able to stoop, bend and sit on the floor on a frequent basis.

- ☐ CPR training or willingness to get certified.

### Job Responsibilities:

- ☐ Lead Nursery time; care for and engage the children in activities.
- ☐ Cleaning of toys and equipment. Report any broken/damaged furniture to Church/Ground Team (and remove from the area). The same holds true for toys and other equipment.
- ☐ Have read and signed-off on the Browns Point Safe Church policy and procedures it contains.
- ☐ Communicate with the Nursery Coordinator, or the Staff Parish Liaison.

### Working Hours:

Sunday mornings – 9:45am until service is completed; some possible evening or other hours as may be needed for special events/services or Choir rehearsals.