

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.