

Church Nursery Worker Job Description

Holy Comforter Episcopal Church, Tallahassee FL

Job Title:	Church Nursery Worker
Reports To:	Director of Children's Ministry
Position Status:	Part Time, Hourly
Normal Working Hours:	Every Sunday from 9:00 AM through 12:00 PM
Pay rate:	\$20.00 per hour

Overall Purpose:

To support the church's ministry to children and families by providing nursing care to children ages 0-4 years old during church functions.

General Responsibilities:

- **Be dependable in coming to work every Sunday**, even if it falls on a holiday, from 9:00 AM to 12:00 PM (unless otherwise discussed). You will also have the option to work other church services and events (e.g., Easter Events, Christmas Eve, Vacation Bible School, etc). The opportunity for extra work will be announced at least 2 weeks prior to the event.
- **Communicate any absences in advance to the Director of Children's Ministry:**
 - Any planned absences with an advance two-week notice
 - Any unplanned absences as soon as possible, preferably at least twelve hours prior to the shift
- **Provide age-appropriate child care.** This includes things like:
 - Feeding
 - Changing diapers or escorting children to the bathroom
 - Putting children down for naps
 - Sitting with, picking up, and/or holding children
 - Cheerfully engaging with children in organized, age-appropriate activities like games, stories, play, and prayer
- **Model Christ-like attitudes and behaviors in all circumstances.**
- **Maintain a safe and secure environment.**
- **Maintain a clean and hygienic environment.**
- **Be welcoming, polite, courteous and friendly to all.**
- **Notify the parent/guardian and the Director of Children's Ministry** in the event of emergencies.
- **Ensure that all children are safely picked up** by a responsible adult named on the child's registration/check-in form.
- **Straighten and clean the nursery room** before leaving each day.
- **Report any issues** which hinder you from carrying out your duties or responsibilities to the Director of Children's Ministry.
- **Adhere to all church personnel policies and other policies regarding the nursery.**
- **Attend an evaluation after a 90-day probationary period and thereafter annually.**

Qualifications:

- **Demonstrable love for children**
- **Experience in caring for children** between the ages of 0 to 4 with the ability to adapt and interact with a variety of personalities
- **Physical ability to fulfill the general responsibilities listed above**
- **At least 18 years of age**
- **Ability to make a minimum one-year commitment**
- **Satisfactory completion of a background check**
- **Completion of American Heart Association (AHA) Pediatric First Aid and CPR training within the first three months of employment, and maintenance of certification thereafter**
- **Completion of "Safe Church, Safe Community" training within the first month of employment and adherence to all of its abuse prevention policies and standards**
- **Three references**