

## Nursery Child Care Job Description

<b>Job Title:</b>	<b>Nursery Child Care</b>	<b>Job Category:</b>	Non Exempt
<b>Department/Group:</b>	Christian Education	<b>Compensation Category:</b>	Hourly
<b>Direct Supervisor: Reports To:</b>	Director of Christian Education	<b>Position Type:</b>	Part Time: Sundays 10am-12pm
<b>Staff Reporting Relationships</b>	Consults with Director of Christian Education and parents of children who receive nursery child care		
<b>Physical Requirements</b>	Ability to lift and care for children, and to perform cleaning duties in the nursery		
<b>Experience Required</b>	Experienced care of infants and toddlers, ability to communicate with parents/guardians, CPR & First Aid certification, dependable, discreet, friendly and neat.		
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p>To provide safe, secure, nurturing, clean and efficient care to our children ages 0-4. If no children ages 0-4 are present, assist the DCE with the older children as needed. Ministry responsibilities include playing with the children or directing their play, reading to them, praying with children, exhibiting patience and love and relating the events of the day to the lesson and theme in words the child can understand.</p> <p>Job Description</p> <ul style="list-style-type: none"> <li>• Responsible for age-appropriate care which includes: feeding, maintaining a safe environment, holding, sitting with, and cheerfully interacting with children through games, stories, crafts and play.</li> <li>• Polite, friendly and courteous to all children, parents, and volunteers.</li> <li>• Arrive 30 minutes prior to nursery opening.</li> <li>• Stay until all children are secured with a responsible adult named on the child's registration form.</li> <li>• Maintain sign in/sign out log.</li> <li>• Straighten room and clean/sanitize any used toys before leaving. Informs DCE of any maintenance and cleaning issues and of supplies needed.</li> <li>• Use Universal precautions for bodily fluids.</li> <li>• Work holidays that fall on Sunday and may be asked to work additional hours during special events, i.e. Holy Week or Christmas Eve.</li> <li>• Abide by established nursery policies and classroom expectations.</li> <li>• Report to the Director of Christian Education (DCE), who will conduct job performance appraisals annually.</li> <li>• Communicate in advance, by phone to the nursery coordinator, DCE (or CA) any absences. <ul style="list-style-type: none"> <li>○ Planned absences must be given two weeks ahead of time.</li> <li>○ In the case of last-minute illness, he or she must contact the DCE by phone 1 hour prior to shift so a replacement or volunteer may be found.</li> </ul> </li> </ul>			

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First Congregational UCC Support provided to nursery worker:

To create a cooperative working environment, we will:

- Fund CPR training renewal fees.
- Provide an appropriately furnished nursery including rocking chairs, table and chairs, cribs, changing area, toys and supplies.
- Obey any masking requirements held by the church or state and be willing to mask as needed to protect unvaccinated children.

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Experienced in the care of children 0-4 years of age with the ability to adapt and interact with a variety of personalities/characteristics.
- 20 years of age or older.
- Willing to submit to background and drug screenings.
- Must present the results of a current (within one year) Tuberculin test and current immunizations, including Hepatitis A & B, and COVID.
- Must have current American Heart Association (AHA) or American Red Cross (ARC) CPR training/certification for infants and children, or be willing to complete a CPR course at own expense.

### Other Requirements

This position is one of the principal “faces of the church” to the congregation and the public and requires a friendly, professional, discreet person who can communicate with parents/guardians and provide a safe and clean nursery for the children.

Reviewed By:	Board of Christian Education	Date:	April 2022
Approved By:	Board of Directors	Date:	
Last Updated By:	Personnel Committee	Date:	April 2022