

# Hope Presbyterian Church

## Church Nursery Worker Job Description

**Job Title:** Church Nursery Worker

**Reports To:** Children's Ministry Director

**Position Status:** Part Time (*hourly pay; \$25 for the first hour and \$12 for subsequent hours*)

### **Purpose:**

To provide dependable, safe, secure and nurturing care to the children while at church, ages 0 through 3 years old in a healthy environment, and to show Christ to the children and families who are in need of nursery care during the worship and Sunday school hours.

### **Responsibilities:**

- **Responsible for providing age-appropriate care** which includes:
  - Feeding
  - Changing diapers (Universal precautions should always be used while changing diapers or time of body fluids.)
  - Escorting children to the bathroom
  - Maintaining a safe environment
  - Putting children down for naps
  - Holding children as needed
  - Sitting with and cheerfully interacting with children through games, stories, play and prayer
  - Displaying a Christ-like attitude to parents and children in all circumstances
  - Reading Christian board books and other bible stories to children when time allows
- **Be polite, courteous and friendly** to all children, parents and volunteers.
- **Arrive 30 minutes prior to the Early Morning Service.** Childcare hours include every Sunday 8:30am to 1pm. You're expected to work all Sundays even if it falls on a holiday unless otherwise discussed. You will have the option to work other church events, i.e. Easter Events, Christmas Eve, Vacation Bible School, etc.
- **Stay until children are secured** with a responsible adult named on the child's registration/check-in form or badge.
- **Straighten the nursery room** and clean any toys/beds before leaving the nursery. Used bed sheets will need to be placed in the dirty linen container and clean sheets are to be placed on the beds. Church staff or volunteers will be responsible for laundering the sheets. All toys that have had contact with saliva will require special attention with the sanitizing solution available in the nursery. Floor mats must be sanitized weekly with our wet/dry vacuum/mop.
- **Attend an evaluation after a 90-day probationary period and thereafter annually.**
- **Report any issues** to the nursery coordinator which hinder you from carrying out your duties or responsibilities.

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- **Communicate in advance** by phone to the Nursery Coordinator:
  - Any planned absences with an advance two-week notice
  - Any unplanned absences at least two hours prior to the shift (*or as soon as possible*)

**Qualifications:**

- **Experience in caring for children** between the ages of 0 to 3 with the ability to adapt and interact with a variety of personalities.
- **At least 18 years of age**
- **Satisfactory completion of background check**
- **Must present the results of a current (within 1 year) Tuberculin and current immunizations**
- **Must maintain CPR** training for infants and children
- **Must adhere to Hope Presbyterian Church Child and Youth Protection Policy Guidelines as well as any specific Nursery Guidelines provided by the Children’s Ministry Director**
- **Three References**

**Termination Policy:**

- **There will be a 90-day probationary period**
- **Dependability is essential.** Tardiness and excessive absences cannot be tolerated and will result in termination of employment.

Immediate termination will occur in cases of intentional verbal, physical or emotional abuse or neglect of any child, parent, coworker or church member. Termination may occur for failure to carry out job duties as described above or failure to comply with the Hope Child and Youth Protection Policy in conjunction with the Nursery Policy.

**Resignation Policy** – The Church Nursery Worker will provide a minimum of two weeks’ notice to end their employment with Hope Presbyterian Church.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

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Signature: Church Nursery Worker

Date