

Prince George Winyah Church
Nursery Assistant Job Description

From Him, Through Us, To the World as we rely on the promises of God, the potential of Christ's forgiveness and the power of the Holy Spirit to live in faith, share that hope and reach the world in love...includes the little ones He brings through the doors of our nursery.

The person filling this position will:

- Be a committed follower of Jesus Christ, seeking to grow in her relationship with Christ and with Christ's people, the church.
- Display a servant attitude towards her team, parents, and children in her care.
- Be dependable on those dates scheduled for nursery.
- Complete an application, have an interview with background and reference check.
- Complete diocese required online course, *Safeguarding God's Children*
- Must be 18 years of age or older

The Nursery Assistant will be responsible to:

- Arrive on time.
- Assist with check in (diaper bags labeled, any specific instructions)
- Assist with routine (Bible lesson, song, snack, free play, clean-up)
- Be familiar with the communication system, bathroom policy, toy clean-up and emergency procedures.
- Be able to change diapers prior to parental pick-up time.
- Wash hands upon arrival of shift and after diaper changes or assisting toddler after potty use.
- Assist with checking child out to parent.
- Read the policy and procedure manual.
- Work with and submit a timesheet to the Nursery Coordinator.
- Wear a name tag that allows all people, including visitors, to identify them as the Nursery Assistant.

The hours will be Sundays, **8:30-12:30 (4.0 hours) @ \$20-25 per hour**. Other hours could be available at this pay rate for irregular church events that require nursery assistants.

The following are goals the nursery assistant performs with the nursery coordinator:

- Ensure nursery cleanliness (includes safe practices, i.e., handwashing, etc.)
- Ensure that all equipment and toys are cleaned on a regular schedule and are working properly.
- Work with the nursery team toward ensuring a safe and a pleasant environment with age-appropriate toys and activities, including Bible stories
- Communicate to the nursery coordinator any incidents, supply needs or questions regarding the nursery (ex., items for replacement, toys, info such as new children attending, parent questions)