

Title: Nursery Care Provider
Hours: 2.5 hours per week / part-time
Direct Report: Senior Pastor
Work Months: 12
Pay Months: 12

GENERAL DESCRIPTION:

First United Church is an inclusive community of Christian faith, welcoming and affirming all types of children and families. Our nursery provides a safe, nurturing, and positive environment for children, from birth to age three. This position is part-time, from 9:30am until noon on Sundays, and other hours as arranged.

QUALIFICATIONS:

The ideal candidate for the Nursery Care Provider position will have experience providing care for infants and preschoolers, enjoy working with and encouraging young children, be a high school graduate or equivalent, be punctual and reliable, and have First Aid and Infant/Child CPR certification. For the children's safety, candidates are expected to comply with First United Church's Safe Church policies, including completing a background check, and be willing to have a second responsible person with them in the nursery.

SUPERVISION:

The Nursery Care Provider can expect to receive requests and feedback from multiple sources, including the Personnel Committee, Board of Christian Education, and Associate and Senior Ministers. The direct supervisor for this position is the Senior Minister. Since the duties of the Nursery Care Provider primarily occur while the Senior Minister is engaged in worship services, feedback from parents and the Board of Christian Education will also be valuable.

RESPONSIBILITIES:

- a. Arrive by 9:30 on Sunday mornings to ready the Nursery, and remain until all children have been picked up by their parents and the room is cleaned up. In the rare event that no children are present, the Nursery Care Provider is expected to tend to the needs of the room (cleaning, organizing, assessing the status of toys, etc.)
- b. Welcome children and parents to the nursery.
- c. Maintain appropriate informational forms about children.
- d. Engage children in activities and keep children comfortable and safe.
- e. Change diapers and assist with toileting as needed, and in compliance with First United's Safe Church policies.
- f. Provide snack if necessary.
- g. Children's actions will be guided by positive reinforcement and redirection. If additional techniques seem warranted, please initiate a conversation with your supervisor.
- h. Clean and straighten the room after all children are gone.
- i. Create a monthly schedule and arrange for substitute care when necessary.
- j. Notify Senior or Associate Minister as soon as possible in case of illness.
- k. Be responsible for turning in a weekly time sheet.
- l. Assure toys are for proper ages and in good repair.
- m. Create and maintain an organization plan for toys.
- n. Clean and sanitize room and toys and dishes as needed.
- o. Check supplies and notify church office of needs.
- p. Maintain communication with supervisor regarding Nursery concerns/issues.