

Seeking Nursery Care Provider at First United Church
(firstuc.org, 2420 E Third St)

- Hours:** 2.75 hours per week / part-time Sunday mornings 9:15-12:00 on a rotating basis (2-3 times per month), and occasional Sunday afternoon or evening needs
- Ages:** Birth through 4 years of age.
- Work Months:** 12
- Pay Months:** 12 (Current rate \$12.40/hr with opportunity to increase after first year of employment)

If you are interested, please email Molly Koontz at molly.koontz@yahoo.com with a resume or a paragraph explaining your qualifications.

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 four. This position is part-time, from 9:15am until 12:00 am on Sundays, and other hours as arranged (e.g. occasional Sunday evening service or Sunday morning/afternoon meetings)

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 (paid for by First United Church). 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. Masks are required by all adults and children in the nursery. No religious education component. No need to be Christian to work here.

SUPERVISION:

The Nursery Care Provider can expect to receive requests and feedback from the Director of Children's and Youth Ministries in consultation with the Senior Minister and the personnel committee. The direct supervisor for this position is the Senior Minister.

RESPONSIBILITIES:

Arrive by 9:15 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 (approximately 12 p.m.). In the rare event that no children are present, the Nursery Care Provider will be paid for the full time-period and is expected to tend to the needs of the room (cleaning, organizing, assessing the status of toys, etc.)

Welcome children and parents to the nursery.

Maintain appropriate informational forms about children.

Engage children in activities and keep children comfortable and safe.

Change diapers and assist with toileting as needed, and in compliance with First United's Safe Church policies.

Children's actions will be guided by positive reinforcement and redirection. If additional techniques seem warranted, please initiate a conversation with your supervisor.

Clean and straighten the room after all children are gone. Cleaning supplies are provided and COVID cleaning protocols will be outlined by the Director of Children's and Youth Ministries.

Comply with a monthly schedule and coordinate with the Director for substitute care when necessary.

Be responsible for turning in a weekly time sheet.

Maintain communication with the Director regarding Nursery concerns/issues and any needed supplies..