



Position Description

Position: Nursery Caregiver

Hours: Sundays from 8:30 a.m. to 12:30 p.m.

Classification: Part-time, Hourly, Non-Exempt \$19 per hour

Position Overview:

The Nursery Caregiver is accountable to the Session through the Personnel Ministry, supervised by the Children's Ministry Coordinator, and will provide a safe and nurturing care to our youngest children on Sunday mornings and during other church programs as needed. Holidays that fall on Sundays are expected.

Core Competencies

- Approachable
- Hospitable
- Child-oriented
- High level of confidentiality
- Relationship building
- Knowledge of infant and toddler developmental stages

Essential Functions:

- Nursery setup at beginning of shift, includes sign up sheets, nametags and supplies stocked and ready.
- Greet parents and children by name when possible; assist with sign in
- Play, sing, and read to the children, providing a loving, welcoming, and caring environment.
- Care for the basic, physical needs of the children, including feeding babies, changing diapers, and assisting children who are not fully potty trained.
- Oversee the care and safety of all children and report any incidents to the Children's Ministry Coordinator.
- Use calm and gentle language with the children
- Ensure procedures at pick up and drop off are followed
- At the end of the shift, wipe tables down, pick up toys, and turn off lights.
- Assess supplies and send requests to the Children's Ministry Coordinator

This list is not intended to be all-inclusive. The employee may also perform other reasonably related duties.

I have read the above and agree to its provisions.

Employee Signature: _____ Date: _____