

## Children's Nursery Worker Job Description

To provide a safe, secure, nurturing and Christ centered environment for young children birth to 3 years of age during Church Services and other Church events.

Hours worked will be generally Sunday mornings with occasional special events during the week. Arrival time will be 20 minutes before Service to open the room and be prepared to welcome families.

Rate of pay will be minimum wage.

### Job Responsibilities:

1. Welcome families and receive the children with a joyful heart. Have music playing and blinds open.
2. Engage children in prayer, play and song.
3. Redirect children when squabbles and/or separation anxiety occurs.
4. Maintain a clean and safe space for children to play and explore.
5. Facilitate sharing and turn-taking among children.
6. Pray with and over children in your care.
7. Reach out with a call/card when families have been absent more than 2 consecutive weeks.

### While Serving:

1. Arrive 20 minutes before scheduled Church Service time.
2. Acclimate and work with any volunteers.
3. Maintain sign in/sign out protocols and return sign in sheets to CM Office.
4. Personal Cell phones are for emergency use only while on-duty.
5. Serve and clean up snacks, always ensuring a sanitary environment.
6. Maintain clean diapers and frequent bathroom breaks for potty trained.
7. Report any injuries to Children's Director and complete incident report.
8. At pick-up time, thank parents for sharing their children with us.
9. Keep track of hours worked on time sheet provided.

Pick-up:

Children must be picked up and signed out by their parent/guardian. (Children may NOT be picked up by siblings under 18 years of age or another adult unless authorized by a parent/guardian).

Clean-up:

1. Wipe down and sanitize diaper changing station.
2. Wipe down toys with sanitizer and put away in designated areas.
3. Wipe down and sanitize tables and chairs used.
4. Vacuum excessive crumbs on floor.
5. Close blinds.
6. Empty trash and all used diapers in the outdoor trash cans.
7. Turn off: lights, and heat/air conditioning.
8. Lock doors.

If interested in this position, please contact the Children's Ministries Office.

(Description rev. 4/2021)