

CHILDRENS NURSERY STAFF

Mission Statement

Purpose

The purpose of the Nursery Staff is to provide loving, Christian childcare in the First Church Nurseries.

Primary Responsibilities

1. Nursery Staff will arrive in the nursery 15 minutes prior to the start of worship and stay until the last child is picked up.
2. NS should introduce him/herself to all parents/family members and children. Parents will sign the child in and leave a cell phone number and give the NS all necessary supplies for care of the child.
3. NS will feed, diaper and give "TLC" to each child as needed. Older children should be taken to the bathroom by NS.
4. NS will contact parent/family members if a problem develops and cannot be resolved.
5. NS would make sure that the same parent that brought him or her also signs out the child.
6. Before leaving, the NS will be sure that the room is back in order. Children may be encouraged to help in clean up. NS must stay until final child is picked up after second service.
7. NS should advise the Nursery Director and/or the Children's Minister of any difficulties or problems which arise.
8. NS would be called for any special events needing childcare. Some, but not all of these include, Christmas Eve Services and Good Friday, as well as any special events that may come up.
9. NS would be expected to be available 30 weeks a year for all services and other events that may occur, such as social hour. NS will be paid from 8:45 a.m. until the last child leaves after the 11:00 service, typically around 12:15 PM. This includes spending 10:15-10:30 a.m. at the FEC social hour and 10:30-10:45 at the CLC social hour. At 10:45, NS will need to be in the CLC nursery. NS will only be on the schedule 26 Sundays but are required to fill in if a fellow NS is absent due to illness, vacation, or other unforeseen things that may arise.
10. NS should find their own sub from a list provided by the Nursery Director as soon as possible when he/she knows of a week they may be out. As nursery employees you will fill in for each other before contacting someone from the volunteer sub list. If taking a vacation allow at least two weeks in advance notice in writing to Nursery Director and Assistant Children's Ministry Director of weeks gone and who will be covering in your absence.
11. NS will contact Nursery Director as soon as possible if an illness occurs and they are unable to work their scheduled shift.
12. Complete and turn in time sheets weekly.
13. Any activity presented to the children should be age-appropriate for 0-2 year-old children and should never be forced upon any child. Activities should be set up as options for children in which to engage if they choose to do so.
14. Other tasks to fulfill the purpose of the congregation as assigned by the Director of Children's Ministry

Details

1. The position is paid hourly, (\$12 per hour).
2. Compensation is reviewed and recommended to the Lead Council by the Staff Parish Relations Committee on a yearly basis.
3. Position benefits, procedures, etc. to be done in accordance with the Church's Employee Handbook.
4. All Safe Sanctuary Clearances including PA State Police, PA Child Abuse, and FBI Fingerprinting must be

received on all employees.

5. The supervisor is the Director of Children's Ministry.

6. All job descriptions are subject to change.

Revised 10/22