

**Job Description**  
**Nursery Worker – Paid Staff**

**Principle Function:**

Provides for the physical, emotional and intellectual stimulation and safety of children ages 0-4 years while working in the church's nurseries. Works under the direction of the Nursery Coordinator and Pastor of Children and Youth.

**General Qualifications:**

- 1) Be of good moral and Christian character.
- 2) Be polite, friendly and courteous to all children, parents, and volunteers.
- 3) Speak in a gentle tone of voice to the children.
- 4) Stability of physical, mental and emotional health.
- 5) Knowledge of the age appropriate needs for children 0-4 years.
- 6) Ability to adapt and interact with a variety of personalities/characteristics common to children ages 0-4 years.
- 7) Active willingness to advance personal knowledge of nursery care for children 0-4 years (i.e. seminars, readings, etc.).
- 8) Willingness to submit to background and drug screenings.
- 9) Submission of a physician's report stating that the coordinator is in good health, presentation of the results of a current (within 1 year) Tuberculin test, and current immunizations.
- 10) Absences will be communicated in advance to the Nursery Coordinator or in her absence the Pastor of Youth and Children.

**Education Requirements:**

High School Diploma or GED equivalent

**Essential Duties:**

- Abides by all Safe Sanctuary policies of the local United Methodist Church at all times.
- Maintains current American Heart Association (AHA) CPR training for infants and children.
- Greets each child and calls him/her by name when dropped off by parent(s)/guardians.
- Completes Nursery Registration Records and communicates special needs to volunteers and Nursery Coordinators.
- Arrives on time to the nursery at least 15 minutes prior to the service for which they are scheduled. Stays until all children are secured with a responsible adult named on the child's registration form.
- Cleans and disinfects toys each Sunday (only toys played with on that Sunday) after children have left.
- Maintains good handwashing/hand hygiene after diaper changes and after assisting children with tissues for coughs, sneezes or runny noses.
- Wears latex free gloves while changing diapers, utilizes wax paper barrier and disinfects diaper changing area after each diaper change.
- Labels all sippy cups with child's name and tries to ensure that children drink from their

own cup.

- Communicates needs for supplies, snacks, etc. to the Nursery Coordinator.
- Engages children in organized activities while staying in nursery, i.e. age appropriate songs, stories, lessons, crafts, etc.
- Ensures safety of the nursery environment, i.e. cleaning products and medications stored out of reach of children, outlet covers on electrical outlets, etc.
- Other duties as assigned.

**Miscellaneous:**

- Dependability is essential, tardiness and excessive unscheduled absences may result in termination of employment.
- Nursery Workers report to the Nursery Coordinators, the Pastor of Youth and Children, Lead Pastor and Staff Parish Relations Team. The Pastor of Youth and Children along with the Nursery Coordinators will conduct job performance appraisals at least every six months. The Staff-Parish Relations team will conduct a performance appraisal at least annually.
- Keeps confidences as a sacred trust.
- There will be a six month probationary period where either party may with two weeks notice, terminate employment without cause.
- Paid Nursery workers are expected to work holidays that fall on Sunday and may be asked to work additional hours during busy times, i.e. Holy week.

I have read the job description for Nursery Worker and understand its contents.

My signature below indicates my agreement and covenant to abide by the requirements set forth above.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature      Date