



Working Title	Nursery Worker
Ministry Area	Children's and Family Ministries
Reports To	Pastor
Type of Position	Hourly – 4 – 5 hours week on Sunday mornings. Possible additional hours for special church events.
Position Objective	<p>This position is a part of a team of New Creation United Methodist Church (NCUMC) whose Vision is to share the good news of Jesus Christ so that all people become His followers transformed by His love. As a member of the staff team, each position is an integral part of how the Vision is projected and accomplished. Employees will perform their duties in such a way that others may encounter the good news of Jesus Christ through their attitude, service, and performance of daily tasks.</p> <p>Nursery workers are responsible for providing a safe and nurturing environment for infants, toddlers, and children through age five during worship and other events at the church. Nursery care provides a church experience that is a warm and caring time where children are welcomed, secure, and loved. This work supports parents worshipping free of concern for their children's well-being.</p>
Responsibilities include but are not limited to:	<p>INTERACTION WITH CHILDREN</p> <ul style="list-style-type: none"><li>• Greet each child enthusiastically upon arrival.</li><li>• Review registration form for each attending child and provide for individual needs or requirements.</li><li>• Interact with each child in a manner appropriate to the child's age and developmental level.</li><li>• Check diapers regularly; wear gloves provided and a clean CHUCK for every diaper change.</li><li>• Washing hands before handling bottles or snacks and after diaper changes.</li><li>• Always maintain clean and sanitary conditions in the Nursery.</li><li>• Use redirection as a positive form of behavior modification.</li><li>• Ensure that conversation during working time is appropriate for little ears.</li></ul>

	<p><b>INTERACTION WITH PARENTS</b></p> <ul style="list-style-type: none"> <li>• Greet parents in a warm and welcoming manner upon arrival and provide feedback when they pick up their child.</li> <li>• Introduce yourself and other nursery workers to visitors/new parents.</li> <li>• Send text to parents if a child cannot be calmed within ten minutes (sooner if requested by parents); if there is an extra set of hands in the Nursery, another worker may go and find the parent rather than text.</li> <li>• Give parents of new children necessary forms and guidelines.</li> <li>• Communicate child’s behavior issues and church policies in a loving and caring manner.</li> </ul> <p><b>INTERACTIONS WITH COLLEAGUES</b></p> <ul style="list-style-type: none"> <li>• Demonstrate teamwork with colleagues by jointly completing the necessary room tasks at the end of the work shift.</li> <li>• Share in all childcare responsibilities (diapering, snack, calming crying children; etc.</li> <li>• May provide leadership with volunteer workers.</li> <li>• Communicating needed information about the room and children before leaving your shift.</li> <li>• Notify the Nursery Director of needed supplies.</li> </ul> <p><b>INTERACTION WITH SUPERVISOR</b></p> <ul style="list-style-type: none"> <li>• Read and uphold church and nursery guidelines.</li> <li>• Notify Nursery Director as soon as possible if time off is needed.</li> <li>• Make note of your schedule and arrive on time.</li> <li>• Present a clean and neat appearance for work. (t-shirts with slogans, shorts, sweatshirts/sweatpants, low-cut blouses, and jeans with slits/holes are not appropriate.... nice trouser jeans are allowed.)</li> </ul>
<p>Required Knowledge, Skills, and Abilities</p>	<p>Knowledge of effective ways to communicate care to little children at different ages from infancy through toddlerhood.</p> <p>Knowledge of safety measures necessary to keep small children safe.</p> <p>Knowledge of effective behaviors to promote teamwork with colleagues.</p> <p>Ability to complete CPR/First Aid/AED training as soon as possible. Ability to keep certifications up to date.</p>

Preferred Knowledge, Skills, and Abilities	CPR/First Aid/AED certified.
Education or Training	High School Diploma or equivalent required. Associate degree or equivalent preferred.
Level and Type of Experience	Experience caring for infants and/or toddlers in a group setting.