

WESTMINSTER PRESBYTERIAN CHURCH OF JOHNSON CITY Position Job Description

Position Title:	Nursery Worker	
Reports To:	Children’s Ministry Coord/Asst. Pastor	Status
Ministry Team:	Children and Youth Discipleship	Part Time
Primary Purpose:	To provide safe and nurturing care to babies and children during church activities and worship services.	Non-exempt

Education:	
Work Days (Hours):	Sunday mornings, Wednesday evenings, and for various special events.

Ministry Team Approval:	Children and Youth Discipleship
P & A Team Approval:	
Revision Date:	May 1, 2023

QUALIFICATIONS:

- 1) Must evidence a godly and exemplary life.
- 2) Successfully pass background checks.
- 3) Must be competent in caring for children and understand church policies for childcare.
- 4) Must be able to handle, pick up, and carry children, ages newborn to three years. It’s also necessary to be able to bend over, kneel, sit on the floor, pick up toys from the floor, and occasionally move small pieces of furniture (up to 40 pounds).

GENERAL EXPECTATIONS INCLUDE:

- 1) Works under the direction of the Children’s Ministry Coordinator/Assistant Pastor.

- 2) Exhibits kindness, a caring attitude, and an ability to be interactive with children.
- 3) Pays close attention to the safety and security of children in the nursery.
- 4) Awareness of employee’s obligation under state law regarding child abuse reporting and annual review of the child abuse/sexual molestation awareness and prevention materials provided by the church, recognizing the importance of risk management/prevention.
- 5) Is knowledgeable about and adheres to all relevant church policies.

SPECIFIC JOB DUTIES INCLUDE, BUT ARE NOT LIMITED TO:

- 1) Identify children when they arrive by placing name labels on their backs, until you are familiar with each child.
- 2) Have parents sign in children each time they attend the nursery. Check the sign-in for vital information about each child, such as allergies.
- 3) Change diapers as needed. Use gloves while changing diapers, wash hands afterward, and wipe the changing table after each change.
- 4) For 2s and 3s who are using the potty or in training, take each child to the potty every 30-45 minutes. Always leave the door open when assisting.
- 5) At the end of the service, remove pack and play and changing table linens, place in washer, and start before leaving. Place cups in dishwasher and start before leaving.
- 6) Keep toys sanitized by wiping with a Clorox wipe or washing in soap and water after the service. When a child puts a toy in his mouth, place it in the sink when he is finished playing with it.
- 7) Keep all surfaces clean – tabletops, rocking chairs, shelves, etc.
- 8) Interact with children by sitting on the floor, playing, reading, singing, rocking, etc.
- 9) Notify parents if a child can’t be consoled within 10-15 minutes.
- 10) Interact appropriately with parents, demonstrating respect and competence.
- 11) Defer to the Children’s Ministry Coordinator or Assistant Pastor if problems arise with parents, other staff, or other programs.
- 12) Notify the Coordinator ahead of time (24 hours if possible) if you will miss a scheduled Sunday.
- 13) Please refer to the sickness policy if a child experiences any symptoms of illness.
- 14) Be sure the room is left tidy.
- 15) Maintain timesheet and update weekly.
- 16) As we foster a safe, healthy environment for our babies, we are mindful that this is a ministry to the youngest children in God’s kingdom. Let all you do for them be done with a joyful heart and let it be to the glory of God.