

JOB DESCRIPTION FOR NPC NURSERY WORKER

PURPOSE OF POSITION:

Provide for the physical and spiritual health and safety of children during Sunday School, worship, and at various other church functions as needed.

RESPONSIBILITIES:

1. Present a friendly face and an inviting, competent attitude to parents and children as children arrive for care. Parents should feel confident that their children will be cared for by loving and experienced staff and that children will feel welcome and unafraid.
2. Interact with parents in a friendly manner while completing appropriate information forms.
3. Interact with children by reading, playing, teaching and storytelling.
4. Organize room prior to arrival of children and clean up after departure.
5. Care for children by providing necessary assistance in use of toilet, diaper changing, washing hands, providing snacks, feed nursing babies, and insuring general safety.
6. Administer first aid and/or CPR in case of emergencies.
7. Exercise good judgment when accidents are serious and require immediate parental involvement.

THE IDEAL CANDIDATE SHOULD HAVE THE FOLLOWING QUALIFICATIONS:

1. Practical experience in child care such as: diapering, calming upset children, assisting children in use of toilet, and feeding babies.
2. Physically able to lift children, sit in the floor and play with children, and engage in active play on the playground.
3. Pass a background check.
4. Higher wage may be available for candidates with at least one year of professional training in early childhood development (enrollment in an accredited college program toward a degree in early childhood development would qualify).

AMOUNT OF TIME REQUIRED:

On Sunday mornings arrive at 9:30 AM and be on duty through 12:30 PM or until the room is cleaned and toys stored. At other functions, arrive 15 minutes prior to start and be on duty through 15 minutes past ending or until room is cleaned and toys stored. Most functions would last 1 to 1.5 hours.

COMMITMENT:

The first 6 months shall be considered a probationary period.

TRAINING PROVIDED:

Infant/child/adult CPR and First Aid certification is required for this position. Certification should be completed within 3 months of employment. NPC will pay for one half of First Aid and CPR training with the remaining one half refunded if the applicant is still employed by NPC after one year.

RESPONSIBLE TO:

NPC Nursery Coordinator

SUPPORT PROVIDED:

Job performance review with Nursery Coordinator and Pastor at the end of 3 months and 6 months and annually thereafter