

## Nursery Care Job Description

**Purpose of Position:** To provide dependable, safe, secure, and nurturing care to the children ages 0-5 years, in a clean environment, while at our Church.

\*Part-time employment.

\*Hours are Sunday mornings 9:00-11:30am.

In the event there are no children present by 10:15am, the worker may leave and receive full pay.

\*Rate of pay is \$37.50 per Sunday morning.

\*Supervision by Pastor, Christian Education Committee, Personnel Committee

### Responsibilities:

- Offer and provide for the emotional, physical (including changing diapers) and social needs of young children while they are in the church nursery.
- Actively interact with the children and encourage their involvement in activities.
- Prepare and maintain a warm, safe environment that is orderly, clean and appealing.  
Each week: straighten and sanitize the room, sanitize/clean used toys and take dirty diapers to the dumpster.
- Establish and maintain good communication and be sensitive and responsive to parents.
- Read, understand and follow FPC Helena Child/Youth protection and Sexual Harassment policies.
- Store any personal items out of reach of children, *including cell phones*.
- Give 2 weeks' notice of any planned absence and notification ASAP in case of unplanned absences.
- Attend an evaluation after a 90-day probationary period and thereafter annually.
- Report to the Pastor and/or Chair of Christian Education any issues which are hindering their ability to carry out these duties or responsibilities.
- Attend First Aide/CPR and Red Cross Babysitting/Child Care Training and receive certification. Church will reimburse costs of approved training after hiring.

### Termination Policy:

- There will be a 90-day probationary evaluation period where either party may terminate employment without cause. After that, a two-week notice is required from either party.
- **Dependability is essential.** Tardiness and excessive absences cannot be tolerated and will result in termination of employment.
- Immediate termination will occur in cases of intentional neglect, verbal, physical, or emotional abuse of any child, parent, or church member.
- Termination may occur for failure to carry out job duties as described above or failure to comply with the FPC Child Protection Policy.

### Qualifications:

- Background and/or experience in child care or early childhood development.
- Applicant must be a nurturing, caring, patient caregiver who works well with young children.
- At least 16 years of age.
- Satisfactory completion of background checks, clearances and references.

*approved 2/20/2024*

