

United First Parish Church

Nursery Staff Member – Job Description

Position: Nursery Staff Member (Paid)

Reports to: Director of Religious Education and Family Ministry

Employment Classification: Part-time, non-exempt hourly position

Schedule: Sundays, 10:15 AM–12:00 PM (with occasional optional special services/events)

Ages Served: Infants through age 4 years

Staffing Model: 2 Nursery Staff or Staff + 1 volunteer present at all times. Requested time off, such as for holidays may be arranged in advance.

Age Requirement: Must be at least 16 to apply.

Compensation: \$20/hour

Position Summary

The Nursery Staff Member provides warm, attentive, developmentally appropriate care to infants, toddlers, and children up to age 4 years during Sunday services and select church events. UFPC is committed to creating an inclusive environment for children and families of all backgrounds, identities, and abilities. This role specifically focuses on creating a safe, welcoming, and nurturing nursery space for young children and their families. The Nursery Staff Member works alongside a trained volunteer each week.

Key Responsibilities

Child & Family Care

- Maintain a caring, calm, and supportive presence with children and parents.
- Ensure a safe, engaging, and developmentally appropriate environment for children ages 0–4.
- Assist with drop-off and pick-up; help children transition comfortably into the nursery space.
- Alert parents if diapers need to be changed.
- Maintain excellent handwashing/hand hygiene
- Communicate with families in a friendly, respectful, confidential, and inclusive manner.
- Experience supporting neurodivergent children and children with varying support needs is preferred.

Safety, Check-In, & Documentation

- Mark attendance using Breeze (church management app)

- Learn and follow all safety and emergency procedures; uphold mandatory safety standards.
- Serve as a **mandated reporter**; provide current certification or complete the free online training before onboarding. (CORI)

Volunteer Partnership

- Work with a rotating weekly volunteer; model positive interactions and child-safe practices.
- Assist in orienting new volunteers to the nursery space and offer input on volunteer readiness when requested.

Care of Nursery Space

- Ensure toys and surfaces are safe, clean, and sanitized.
- Perform routine cleaning/disinfecting of toys and materials; if additional time beyond paid hours is needed, it will be compensated.
- Monitor nursery supplies, communicating any needs to the DRE in a timely manner.

Professionalism & Community Expectations

- Demonstrate professionalism in childcare, including maintaining confidentiality, following best practices, calmly prioritizing tasks, and knowing when to reach out for support.
- Maintain a working knowledge of age-appropriate developmental needs for children ages 0–4 years and an ability to adapt care for various personalities and needs.
- Attend the annual Ministry of Children and Youth Volunteer Training in August.
- Dependability is essential; consistent attendance is important for this role due to childcare staffing needs.
- Complete background check before starting and then annually.

Qualifications

- Experience caring for infants and toddlers in a childcare, preschool, or similar setting.
- Current AHA child and infant CPR certification preferred but not required (UFPC can also sponsor completion of these certifications at onboarding if desired)
- Mandatory reporter training (or willingness to complete prior to/at onboarding).
- Ability to sit on the floor, engage in play activities, and lift up to 30 lbs.
- Warm, patient, reliable, and committed to the well-being of young children.
- Ability to maintain positive, cooperative relationships with parents, volunteers, and church staff.

Application Process:

Interested candidates should submit a resume and brief cover letter explaining their experience and interest in the position to dre@ufpc.org.