NURSERY CAREGIVER POSITION DESCRIPTION

The Nursery Caregiver ensures that a safe, secure and nurturing environment is available to young children at Grace while their parents attend the church worship service and/or other church functions.

Responsibilities:

- Provide direct supervision and care of the children in the nursery at all times during worship services and/or other church functions.
- Incorporate Christ-centered learning through play and leading a Sunday School curriculum for preschool-aged children.
- Assist the Nursery Coordinator in identifying volunteers for each service and a list of emergency volunteers.
- Comply with all aspects of the Nursery Policies and Procedures with a special focus on maintaining the safety and cleanliness of the Nursery space.
- Inventory supplies and toys and inform the Nursery Coordinator of any needed supplies.

Characteristics:

- Demonstrates a love of children and a level of care and understanding of the needs of young children.
- Exhibits a positive and supportive attitude and a willingness to embrace new ideas and change.
- A team player that works well with others; including supervisors, other staff members, and the congregation.

Hours: Approximately 2 hours per week on Sunday mornings beginning at 9:30am and ending after the final child has been picked up and the Nursery space has been cleaned. The Nursery Caregiver may be asked to staff special services such as Lent, Holy Week, Christmas Eve, and special events.

Pay: Hourly pay is set at $20 per hour. A timesheet will need to be filled out each week and submitted to the Nursery Coordinator.

Absences: For a Sunday off for illness, the Nursery Caregiver must inform the Nursery Coordinator in a timely fashion, and assist in finding coverage. Should the Nursery Caregiver be out for any reason other than sickness, at least two-week's notice of availability must be communicated with the Nursery Coordinator.

Reporting: The Nursery Caregiver will report to the Nursery Coordinator. If unavailable, then they should report to either the Youth & Family Minister or the Pastor.

Qualifications: The Nursery Caregiver must complete Safe Gatherings background check and training prior to beginning work. GELC allows up to three paid hours to complete this training. Preferred candidates would have prior experience working with children and have current CPR/First Aid Certification.