

## Position

Southminster Presbyterian Church Nursery Worker – a position of nurturing ministry to children and their parents

## Requirements

Applicants should:

- Be age 20 or older.
- Have a minimum of a high school diploma.
- Have experience and/or education in early childhood and infant care.
- CPR/First Aid training desired.
- Background check per church policy manual and other job-specific training will be done by the Church Nursery Committee

## Duties

The nursery worker shall:

1. Care for the children in the nursery in a safe, gentle and responsible manner.
2. Become familiar with the room and location of the first aid kit, cleaning supplies, art materials and nursery equipment. Check posted maps and signs for emergency exits and other information.
3. Greet parents as they arrive and be sure children are signed in and have a registration card on file.
4. Feed children if requested by parent. Please serve at a table or high chair. Do not allow children to walk with bottles, cups, or snacks. Food should not be shared. When feeding an infant, do not "prop" the bottle.
5. Encourage the children to use the nursery equipment and supplies in a safe manner. Be sure that the toys or activities are appropriate for the ages of the children using them. Children should help clean up the nursery at the end of their visit.
6. If a child cries for more than 15 minutes, is injured, or appears ill, one worker is to summon his or her parents.
7. Never leave children alone in the nursery. If necessary, take the children with you if you need to find help.
8. Note any needed supplies or repairs on the supply list in the blue cabinet or talk with the nursery coordinator. After the children have left, tie trash and leave in hall. Sweep floor and clean toys and tables as needed. Strip bed sheets and leave on changing table and turn off lights.

## Work Schedule

1. Sunday Morning Worship
  - Nursery duty- 8:15 AM to 12:15 PM for ages infant to 2-1/2 years. If there are no children in the nursery the worker will help with 3 to 5 year olds if requested.
2. Church Committee Meetings
  - First Monday Night of the month from 5:15 to 7:30 PM for all ages
  - Other evenings as arranged
3. Wednesday Night Fellowship
  - 6:00 to 7:45 PM for infants through 3 years