

ST. JAMES EPISCOPAL CHURCH
HENDERSONVILLE, NC
NURSERY STAFF
Job Description

Job Title: Nursery Worker

Reports to:

Position Status: Part-time, non-exempt

Purpose:

To provide dependable, safe, secure and nurturing care to the children ages 0 through 2 years old while attending the nursery.

Responsibilities:

- Responsible for providing age-appropriate care including:
 - Feeding
 - Changing diapers using Universal precautions
 - Escorting children to the bathroom
 - Maintaining a safe environment
 - Holding children if needed
 - Sitting with and cheerfully interacting with children through games, stories, play and prayer.
- Be polite, courteous and friendly to all children, parent and volunteers.
- Arrive 15 minutes before the Nursery opens to arrange the space with toys to engage the children as they arrive. Clean off the tables and other surfaces with soap and water as well as sanitizer. Get snack foods and any needed supplies ready.
- Child care hours on Sunday are currently from 8:30AM to 11:30AM. The option to work other church events, i.e., Advent Lessons & Carols, Christmas Eve, occasional classes or meetings etc. will be available. The opportunity for extra work will be announced at least 4 weeks prior to the event.
- Stay until the children are with an adult named on the child's registration form. Have a parent or guardian sign-in and sign-out each child on the daily sheet. Parents' cell phone numbers need to be listed on the daily sheet in case they need to be reached during nursery hours.
- Do not let any other adults in the nursery. Never allow a child to leave the room with any adult other than their parent or guardian.
- Be vigilant in supervising all children. Children should be visible to at least one person at all times. Count children frequently to make sure all children are present.
- Use positive discipline with small children. Never use any corporal punishment.
- If a child gets sick or is injured contact the parent immediately. If sick, take the child to another part of the classroom to isolate them as best you can. If injured, complete an incident report, giving one copy to the parent and keeping one copy in the nursery notebook.

Responsibilities continued:

- Straighten the nursery room and clean any toys before leaving the nursery. Put all toys away. Wipe down furniture and large toys used during the morning. Return snack supplies to the proper area making sure everything is wrapped well or left in zip-lock bags. Bag up all trash including diapers and leave outside in the hallway.
- Be familiar with the Emergency Evacuation plan.

Qualifications:

- Experience in caring for children between the ages of 0 to 4.
- At least 18 years of age.
- Satisfactory completion of background check.
- Must present the results of a current (within 1 year) Tuberculin test.
- Be certified in CPR, First Aid, and AED within 3 months of employment. Enrollment fee paid by St. James.
- Must adhere to the Diocesan child protection guidelines with training in the Safeguarding God's Children procedures also within 3 months of employment.
- Three references.

Termination Policy:

- There will be a 90-day probationary period where either party may terminate employment without cause. Beyond this, a two-week notice is expected.
- Dependability is essential. Tardiness and excessive absences will not be tolerated and will result in termination of employment.
- Immediate termination will occur in cases of intentional verbal, physical or emotional abuse or neglect of any child, parent, co-worker or church members. Termination may occur for failure to carry out job duties as described above or failure to comply with the Diocesan Safeguarding God's Children child protection policy.

I have read and received a copy of my job description. I understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

Signature, Nursery Worker

Date

Revised: