

Position Description: Nursery Worker
The Episcopal Church of St. Peter & St. Paul (9/10/19)

Summary:

- **Nursery Workers** provide care for infants and toddlers in the church nursery on Sunday mornings (currently 9AM – noon), and other occasions as assigned. Nursery Workers report to the Director of Children’s Ministry. At least one other adult is present for all nursery work, usually other Nursery Workers, sometimes trained volunteers. This is a part time, hourly position and does not include benefits. The hourly rate is \$14.50 per hour.

The Mission of St. Peter & St. Paul is Growing Disciples of Jesus Christ.

Basic Responsibilities include:

- Age appropriate care for infants and toddlers through age 4, including feeding, changing diapers, escorting children to the bathroom, maintaining a safe and clean environment (including cleaning toys), and interacting with children through play, prayer and reading stories,
- Properly documenting check-in and check-out of children, including notes of special needs,
- Communicating with parents to understand children’s needs and parent’s expectations of care, and responding appropriately,
- Communicating regularly with the Director of Children’s Ministry regarding the needs of the children, parents and the nursery program,
- Supports our Mission, ministry, staff (clergy and lay) and lay leaders in all interactions and favorably represents our ministries to the parish and the public. Communicates positively with the parish and our guests,
- Complying fully with church policies, especially Safeguarding God’s Children,
- Arriving 15 minutes before the nursery opens; staying until all children have been picked up by designated adult.
- Regular work hours are currently Sunday: 9AM - 12:00PM.
- Special service hours (with notification well in advance) include 2:30 – 6:30PM Christmas Eve, extra hours Easter morning, Ash Wednesday evening, Holy Thursday evening, and other special occasions, as available.

Qualifications:

- Personal and professional character that demonstrates Christian commitment and moral standards, providing a good model for all ages,
- Demonstrated experience in care of children age 0-4 years,
- Demonstrated ability to interact with varying personalities and characteristics in children and adults,
- Demonstrated qualities of dependability, trustworthiness, and positive communication skills,
- High School Diploma or GED,
- Minimum three professional references are required,
- Employment is contingent on completion of a background check,
- Employee will be trained in Nursery and employment policies, including Safeguarding God’s Children and Safeguarding God’s People (required).

Submit a cover letter and resume to Camie Schade at CSchade@peterandpaul.org.

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