

Episcopal Church of the Annunciation - Nursery Worker - Job Description

Principle Function:

Provides for the physical, emotional and intellectual stimulation and safety of children ages 0-4 years while working in the church's nursery. Requires being able to carry children as well as getting down on the floor to play with them. It is also important that the person can handle calming a child if need be. Works under the direction of the Vicar/Parish Secretary.

Responsibilities and Duties:

- *creates a welcoming atmosphere for both children and parents.
- *provides safe & stimulating hands-on care for children, never leaves a child unattended.
- *provides a sense of trust for the parents while they are attending other church activities and events.
- *provides care which includes, but is not limited to: reading books, singing songs, playing games, assisting children with hand-washing & eating snacks, changing diapers, assisting children in toileting, holding, rocking, and supporting the safety of the classroom through behavior management.
- *ensures that all children are cared for in an appropriate manner and to seek assistance from parents or other staff, as needed.
- *keeps classroom neat and clean: returns toys to bins or shelves; wipes down tables and counters, as needed; gathers and removes trash; gathers linens for washing; reports supply needs to Parish Secretary.

Work Environment:

Work is done in the Nursery on Sunday mornings from 8:45 a.m. - 11:45 a.m. and occasionally at other times with prior notice and agreement, such as Christmas Eve and Holy Week.

Compensation

For Sunday mornings, paid at guaranteed rate of \$60.00 for 8:45 a.m. – 11:45 a.m., if time extends beyond 11:45 a.m., pay will be pro-rated at \$5.00/15-minute increments. Other occasions or special events, will be paid \$20.00/hour.

Qualifications:

- Childcare experience necessary.
- Candidate must have reliable transportation.
- Demonstrate excellent interpersonal skills, especially dealing with parents and children in a professional manner.
- Interested in working in a faith-based setting.
- Understanding of basic first aid, including child/infant CPR training highly desirable.
- Job offer dependent upon successful completion of a criminal background check, including fingerprinting, and reference checks.
- If hired, must complete Safeguarding God's Children training – available online.