

First Presbyterian Church
Nursery Worker
Job Description

Date Approved: 4/23/2013

Non-Exempt

Summary:

Ministry responsibilities include playing with the children or directing their play, reading to them and exhibiting Christ-like patience and love. Ensuring a clean, safe, secure, and nurturing environment for the care of our children.

Qualifications:

- Current certification in CPR or certification to be completed within 3 months of hire date.
- Minimum age of 16 years.
- Skilled in working with nursery and preschool age children.

Accountability:

The Nursery Worker shall be under direct supervision of the Nursery Coordinator.

Work Hours:

The Nursery Worker shall work a minimum of 3 hours and a maximum of 6 hours per week. Additional hours for special events at First Presbyterian Church as required.

Essential Duties and Responsibilities:

- Arrive at your room on a timely basis being ready to greet the parents who will be leaving their children in your care.
- Issue a beeper to each parent in case of emergency.
- Notify and remind parents that they must remain on the church campus.
- Keep children in assigned room until their parents come back after worship.
- Clean and straighten the room after the children leave.
- Report concerns or ideas for improvement to the Nursery Coordinator.
- No personal electronic devices allowed during work hours.

Performance Review Period:

A performance evaluation will be conducted annually by the Nursery Coordinator and Director of Children's Ministry.