

## **Valley Community Presbyterian Church Job Description**

**Title:** Nursery Caregiver

**Classification:** Part Time Non-Exempt. Employment is on an as needed basis subject to changes in ministry and programming requirements.

**Position Summary:** Responsible for providing dependable, safe, nurturing care of children between the ages of birth through age 5 on Sunday mornings and major church holidays.

### **Responsibilities:**

Duties include but are not limited to:

- Available to work each Sunday between 9:30 and 11:30 a.m. throughout the year with additional hours on major church holidays as needed i.e. Christmas Eve.
- Interact with co-workers, volunteers, children and parents/congregants in a welcoming, joyful, respectful and hospitable manner.
- Ensure the physical safety and wellbeing of all children in care, notifying appropriate Valley staff if illness or injury occurs. Know and follow emergency procedures.
- Provide age-appropriate care which could include but is not restricted to: feeding, changing diapers, escorting to the bathroom, holding or sitting with children, putting children down for naps.
- Ensure that children are released to their parent/designated adult.
- Notify the parents via cellphone should an emergency occur.
- Engage the children with provided curriculum or with materials provided in the room during the entire time children are present.
- Follow all guidelines as laid out in training including diapering, restroom safety, use of cell phones, food safety, photography, use of cell phones.
- Maintain supplies and nursery classroom in a neat, organized and orderly manner, clean classroom during and following use as needed.
- Follow all health and safety protocols as established by the church and/or ministry.
- Special needs and allergies for each child must be noted and addressed with care.
- Communicate regularly and in a timely manner with the Director of Community and Family Engagement regarding any issues which impact duties or responsibilities including absences.
- Participate in the review/evaluation process following a 90-day probationary period. Thereafter reviews will be done on an annual basis.

### **Educational and Professional Qualifications**

- Previous childcare experience preferred.
- Joy filled passion for working with children of a variety of ages and personalities.
- CPR certification required.
- Positive attitude and willingness to take on tasks as needed by the ministry area outside of basic childcare responsibilities.
- Successful completion of background check.
- Basic understanding of Christian faith and willingness to share this faith with children.

## **Physical Requirements**

The conditions listed are representative of those that must be met by a team member to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:

- **Environment:** Nursery classroom
- **Physical:** Sufficient physical ability to work in a childcare setting or classroom. Ability to arrange and organize children's rooms and materials, get up and down off the floor with ease, and lift children age 5 and under. Occasional lifting of up to 50 lbs.
- **Vision:** see in the normal visual range with or without correction, vision sufficient to read computer screens and printed materials.
- **Hearing:** Hear in the normal audio range with or without correction.

**Accountability:** The caregiver reports to the Director of Community and Family Engagement.

**Relationships:** collaborates with Valley church families, volunteers and Valley staff.

## **Employment Policy:**

- There will be a 90-day probationary period followed by a review process. Either party may terminate employment without cause after this period. Beyond this period, a two-week notice of termination of employment is expected.
- Dependability is essential. Communicate in writing two weeks prior to any planned absences and via phone at least two hours prior to your scheduled for any unplanned absences.