

## **St. Andrew Presbyterian Church Nursery and Childcare Supervisor**

### **Purpose of nursery and childcare:**

Under the direction of the Director of Children's Ministries to provide a safe, nurturing childcare environment for children, birth through 35 months in nursery and childcare through grade 5. This allows the adult responsible for the child to enjoy a peaceful worship experience, participate in the Christian Education hour as either a student or teacher or to participate with the choir on Sunday mornings or, occasionally, during other worship services or special programming offered by St. Andrew. Parents are expected to remain on the premises.

### **Nature of the position:**

Nursery/childcare supervisor is a part-time position. Sunday hours would generally be between 9:30 am and 12:30 pm during regular worship and education. In addition to the three (3) hours of regular work on Sundays, and being sensitive to the needs of the Pastor or church, the Nursery & Childcare Supervisor could also be needed for occasional other worship services or special church functions for which adequate advance notice could be given and pay would be included.

### **QUALIFICATIONS and DUTIES:**

- Recommended minimum age of 21 years of age
- Be fluent in the English language
- Have a genuine love of children
- Have documentable experience caring for children ages birth through grade 5
- Be clean and well-groomed and take pride in your personal appearance
- Dress neatly and appropriately: clothing need not be dressy, but must be neat, clean and modest (e.g., no tube tops, no skin or underwear visible between tops and pants/skirts, no short shorts)
- Demonstrate a working knowledge of good health and hygiene habits, for self and children
- Be reliable, punctual and available on a regular basis
- Be friendly, outgoing and able to relate well to the parents/guardians as well as the children
- Be able to work cooperatively with nursery attendant either paid or volunteer
- Be patient and gentle with the children: yelling or physical punishment is not acceptable
- Be physically able to carry out the responsibilities of the position, including being able to lift a child weighing 40 pounds
- Have a current negative TB test. Recommended immunizations, as age appropriate
- Be certified in CPR (including infant) and Pediatric First Aid (or be willing to become certified within 2 months of employment)
- Upon hire, completion of St Andrew Child Abuse Prevention Program (CAPP) training and primary screening procedures.
- Possession of high school diploma
- Provides oversight of nursery during assigned shift

- Work in coordination with the Director of Children's Ministries or designee to establish a monthly schedule in order to staff nursery for Sunday services, Taize services, Contemplative prayer services, St. Andrew Connections (new member classes), and other services/activities as deemed necessary by the Director of Children's Ministries or Team Elders.
- Arrange with the Director or designee for an approved substitute in the event of absence from scheduled time. If a last-minute emergency occurs, notify the Director of Children's Ministries and both will decide how to proceed with the substitution.
- Supervises nursery and child care workers during assigned shift
- Takes charge during any crisis and handles any emergency situations notifying the Director of Children's Ministries or designee as soon as possible
- Receives calls for assigned shifts from attendants regarding schedule changes and arranges for substitutes
- Initial time cards for workers on your shift upon completion of their work
- Unlock nursery and childcare area doors before shift and locks up after shift
- Be on site in the nursery for the entire scheduled time. Hours will begin 15 minutes before each service begins and conclude 15 minutes after the last service or activity ends or until the last child is picked up by parent or other authorized adult.
- Receive children from parents following nursery policies and procedures.
- Offer and provide for the emotional, physical and social needs of young children during the time they are in the church nursery.
- Prepare and maintain a warm, safe environment that is orderly, clean and appealing.
- At the end of shift, clean up the room and sanitize toys and materials used by children. Heavy cleaning (vacuuming, toilets, sinks and floor mopping) will be taken care of by the custodial staff.
- Read, understand and follow nursery policies.
- Work as part of a team of employees and volunteers.
- Establish and maintain good communication and be sensitive and responsive to parents.
- Work cooperatively with the Director of Children's Ministries, Team Elders and other nursery attendants to:
  - Establish a monthly schedule of services/activities requiring nursery care
  - Monitor the condition of the nursery environment, equipment, and supplies and alert the Director of Children's Ministries or designee in case of problems.

### COMPENSATION

Minimum Wage, per Session: Currently \$15.50/hr.

Updated: November 7, 2022