

Church Nursery Coordinator - Job Description
Avondale Presbyterian Church

Purpose: To provide dependable, safe, secure, and nurturing care to the children while at our Church, ages 0-5 years during Sunday morning worship and the Sunday school hour.

Pay: \$20/hour - 3 hours every Sunday morning - 6 hours of paid time off per year.

RESPONSIBILITIES

Provide age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding or sitting with and cheerfully interacting with children through games, stories, play and prayer.

Be polite, friendly, and courteous. Seek to develop good trusting relationships with all children, parents, and volunteers.

Arrive 30 minutes prior to the 10:00 am worship service. Child care hours include every Sunday 9:30 am to 12:30 pm. Dependability is essential. You may have the option to work other church events, i.e. Ash Wednesday, Holy Week, Christmas Eve, Vacation Bible School, etc. The opportunity for extra work will be announced at least 4 weeks prior to the event.

Assist Volunteers as needed – i.e. familiarize him/her with our process and standards.

Ensure that all parents/guardians complete the sign-in /out form at the time of pick-up and drop-off. No child shall be released to anyone but the adult on the sign-in sheet.

Good hand washing and sanitation should always be used while changing diapers or in contact with body fluids. The changing table and supplies should be disinfected each time after use.

In the event of an emergency with a child notify the parent via cell phone. Stay until the children are secured with the adult named on the sign-in sheet.

Straighten the room and clean any toys/beds before leaving. A sanitizing spray will be marked and available to use in the nursery after all children have left.

Adhere to all guidelines set forth in the Avondale Presbyterian Church Child Youth Protection Policy.

Report to the Administrative Coordinator any issues which are hindering the performance of your duties, or ideas to improve the service.

Communicate in advance to the Administrative Coordinator any planned absences with an advance two week notice. For unplanned absence, a 3 hour notice is desired.

QUALIFICATIONS

Childcare experience between the ages of 0 to 5 with the ability to adapt and interact with a variety of personalities.

Satisfactory completion of Child Youth Protection Policy training, Infant and Child CPR training and background check.

Must have good basic knowledge of first aid procedures.

References