



## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	<b>NURSERY/CHILDCARE WORKER</b>
<b>REPORTS TO:</b>	Nursery/Childcare Coordinator
<b>CLASSIFICATION:</b>	Non-Exempt - Non-ministerial Position

**UPDATED:** October 2023

### **POSITION SUMMARY:**

Provide supervised care to the children of members and visitors of St. Mark who are attending worship services and special events.

### **ESSENTIAL RESPONSIBILITIES:**

- Receive and dismiss children from the nursery following the procedures outlined in the Nursery Caregiver Guidelines.
- Escort children to the age-appropriate room and engage with them in activities.
- Ensure children are safe at all times by proper use of furniture and equipment and have no access to other areas of the building or playground without proper caregiver ratio.
- Ensure children are clean and comfortable while maintaining sanitary standards.
- Keeps all surfaces in a clean and sanitary condition at all times.
- Closes rooms and building according to the Nursery Caregiver Guidelines.
- Conducts Sunday school lessons.

### **SECONDARY RESPONSIBILITIES:**

- Serve children snacks and notify the Coordinator when supplies need to be restocked.
- Make sure all equipment and materials are in good and safe working order. Notify the Coordinator of any concerns.
- Patrol and clean the playground after each use.
- Leave the nursery rooms in a manner that they are completely ready for the next use.

### **SELF-SUPERVISE:**

- Plans and organizes responsibilities to be accomplished in a timely manner.
- Is resourceful and takes the initiative to resolve work issues.
- Follows Nursery Caregiver Guidelines for appropriate attire while working.
- Follows Nursery Caregiver Guidelines for phone usage and behavior.
- Notifies Coordinator about concerns which may affect job performance.

- Adaptable to schedule changes and introduction of new work processes.
- Responds to requests from congregation, ministries, and vendors within the scope of responsibilities.

### **KNOWLEDGE, SKILLS, ABILITIES**

- Practiced in caring for and supervising the safety of infants, toddlers and pre-K children as well as for children with special needs.
- Practiced with engaging toddlers and pre-K children in learning and recreational activities.

### **COMMITMENT:**

- Dependable attendance and punctuality.
- Advises Coordinator of changes to work schedule and planned absences.
- Continues to develop knowledge, skills and abilities to enrich the childcare experience.

### **TIME REQUIREMENT:**

- Determined by the weekly schedule.

**WORK ENVIRONMENT:** This position works in the St. Mark church nursery with babies and pre-school children. This position also works on the playground at the St. Mark campus.

### **REQUIRED EDUCATION AND EXPERIENCE:**

- Prefer 18 but will consider a minimum age of 16 with appropriate qualifications.
- Successfully pass the background check.
- Current in Pediatric/Adult CPR and First Aid.

### **PHYSICAL REQUIREMENTS:**

- Capable of sitting on the floor, bending, stooping, reaching, and lifting a minimum of 40 lbs.
- Capable of carrying a minimum of 25 lbs. for short periods of time.

### **PERFORMANCE REVIEW:**

Nursery/Childcare worker will receive an initial evaluation after a 90-day probation period to determine continued employment. The Director of Christian Education/Youth, in consultation with the Coordinator, will conduct an annual review as directed by the Personnel Committee. Changes in pay are a separate consideration and done as part of the annual budget.

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*The information provided in this position description has been designed to indicate the general nature and level of work performed by incumbents holding this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of staff assigned to this position. Session has sole discretion to add or modify duties of the position and to designate other functions as essential at any time. This position description is not an employment agreement or contract.*

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Director of Christian Education/Youth Elder Signature

DATE

I have received and reviewed a copy of this Position Description and agree to abide by its requirements.

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Nursery/Childcare Worker Signature

DATE