

TITLE: Nursery Worker

Reports to: Nursery Coordinator/Director of Family Ministries
Status: 4 hours a week and as needed
FLSA: Non-Exempt

Effective Date: 9/1/2023

Job Summary

Provide dependable, safe, secure, and nurturing care to the children while at the Church of the Good Shepherd, ages 0-4 years in a clean environment.

Essential Functions:

- Responsible for providing 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. Universal precautions should always be used while changing diapers or time of body fluids.
- Be polite, friendly, and courteous to all children, parents, and volunteers.
- Child care hours include every Sunday 8:30 AM to 12:00 PM during the program year and 9:45AM-11:45 AM during the summer months. Applicants should be able to work at least 1 Sunday a month consistently.
- Nursery workers will have the option to work other church events, i.e. Easter, Christmas, special dinners, etc. The opportunity for extra work will be announced at least 4 weeks prior to the event
- Stay until the children are secured with a responsible adult named on the child's registration form.
- In the event of an emergency notify the parent via cell phone.
- Straighten the room and clean any toys/beds before leaving. All toys that have had contact with saliva will require special attention. A sanitizing solution will be available to use in the nursery
- Attend an evaluation after a 90 day probationary period and thereafter annually.
- Report to the nursery coordinator any issues which are hindering the carry out of the duties or responsibilities.
- Communicate in advance, by phone to the nursery coordinator: 1) any planned absences with an advance two week notice, or 2) any unplanned absences at least two hours prior to the shift.

Qualifications:

- Experience in caring for children between the ages of 0 to 4 with the ability to adapt and interact with a variety of personalities.
- At least 18 years of age
- Satisfactory completion of background check.
- Must present the results of a current (within 1 year) Tuberculin and current immunizations.
- Satisfactory completion of CPR training for infants and children.
- Must adhere to Church of the Good Shepherd Safe Church Policy Guidelines and undergo Episcopal Diocese of North Carolina Safe Church Training.
- Three references.

Core Competencies:

- **Interpersonal Skills:** Works well with people at all levels of the congregation and of all ages. Engages people positively with direct, honest, and transparent communication, avoiding communication triangles. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Projects a sense of empathy and understanding when dealing with members and friends of the congregation. Is able and willing to supply answers and resources that others find satisfying.
- **Information and Communication:** Is able to communicate clearly and succinctly. Clearly delivers message in a tone appropriate to the context. Is timely and transparent in the sharing of information, but also uses discretion and knows how to respect confidences.