

Church Nursery Worker Job Description

Service Title: Nursery Worker

Ministry Purpose: To provide safe, secure, nurturing, clean and efficient care to our children ages 0-3.

Pay Scale: \$10 hourly rate.

Uniform: Two scrubs or smocks will be provided.

Job Description

- Responsible for age-appropriate care which includes: bottle feeding, changing diapers, maintaining a safe environment, putting children down for naps, holding, sitting with, and cheerfully interacting with children through games, stories, and play.
- Polite, friendly and courteous to all children, parents, and volunteers.
- Arrive 15 minutes prior to nursery opening.
- Stay until all children are secured with a responsible adult.
- Straighten room and put away any used toys and throw away any trash.
- Work holidays that fall on Sunday, i.e. Christmas, etc. and may be asked about availability to work additional hours during extra services.
- Abide by the nursery policies and procedures.
- Report to the nursery director and Assistant Pastor of New Hope Baptist Church.
- Communicate in advance, by phone to the nursery director or Assistant Pastor any absences.
 - 1) Planned absences must be given two weeks ahead of time.
 - 2) In the case of last-minute illness, contact the nursery director or Assistant Pastor by phone 1 hour prior to shift so a replacement or volunteer may be found.

Requirements:

- Experienced in the care of children 0-3 years of age with the ability to adapt and interact with a variety of personalities/characteristics.
- 20 years of age or older.
- Willing to submit to background and drug screenings.
- Read and agree to the terms of the NHBC Child Abuse and Prevention Policy & Procedure Manual.
- NON SMOKER

Termination Policy:

Dependability is essential. Tardiness and excessive unscheduled absences may result in termination of employment.

- 1) There will be a six-month probationary period where either party may, with a two-week notice, terminate employment without cause.

2) Immediate termination will occur in cases of intentional verbal, physical or emotional abuse or neglect of any child, parent or church member.

3) Nursery workers will be terminated if they fail to follow nursery policies listed above or in situations of absence or habitual lateness.

New Hope Baptist Church support provided to nursery worker

To create a cooperative working environment, we will:

- 1) Immediately seek to rectify any problems that may arise.
- 2) Allow nursery workers to take grievances to the nursery coordinator or Assistant Pastor.
- 3) Welcome suggestions of how to improve our nursery.
- 4) Compensate fairly.
- 5) Provide an appropriately furnished nursery including rocking chairs, table and chairs, cribs, changing area, toys and supplies.

I have read the job description for a NHBC Nursery Worker and understand its contents. My signature below indicates my agreement to abide by the requirements set forth above.

Name (print)

Signature

Date