



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

Job Description

Nursery Caregiver

Classification: Non-Exempt

Report to: Director of Nursery Ministries

Date: 8-19-16 – edited 4-27-2021

Summary

The person in this position should be a committed Christian Disciple who possesses strong interpersonal, nurturing skills. Under the direct supervision of the Associate Director of Children's Ministries, this position cares for children in our nursery and provides a loving and inviting atmosphere for both the parents and children. This position also requires a person who holds a strong interest in the overall well-being and spiritual growth of children age birth through pre-school and is willing to serve and work with others in a team ministry setting.

Essential Functions

1. Before children arrive into a room, make sure the room has been properly cleaned and free of any debris that could be of harm to a child.
2. Prepare any lesson and materials prior to the arrival of children so your full attention can be on the children.
3. Meet and greet all parents or guardians to ensure the transition into the nursery is as pleasant as possible for both parents and child.
4. Help parent or guardian with the Planning Center check-in process
5. Maintain a safe and secure environment while caring for the spiritual growth and physical needs of each child.
6. Never leave any child unattended.
7. Safe Sanctuary policies are to be followed at all times.
8. Instruct children in proper hygiene and toileting.
9. In case of an incident, inform the Director of Nursery so they can speak to the parents regarding the occurrence and fill out an incident report to be on file in Nursery and to be given to the parents at pick up.
10. Consult with the Director of Nursery if you are experiencing behavior issues with a child.
11. Keep area picked up during any care time to keep children from having accidents.
12. If providing a snack, clean surface area and dry for serving the children (check for all allergies prior to dispensing food).
13. Make the Director of Nursery aware of any health concerns regarding a child that need to be addressed with the parents.
14. Maintain complete confidentiality regarding children, families, and staff.
15. And the end of a care session, make sure all items are put away back into their proper storage areas.



Collierville United Methodist Church

Vision: Reaching out to transform lives by extending God's love to all.

Competencies

1. Nurturing Skills
2. Collaboration Skills
3. Communication Proficiency
4. Flexibility
5. Childcare Skills

Supervisory Responsibility

This position has no supervisory responsibility.

Work Environment

This position operates in a professional church environment and age-appropriate ministry environments. The range of work requires adaptability and may require routine use of standard office equipment such as computers, phones, photocopiers, and filing cabinets. This position will require the individual to be on the floor at times with children. There will be lifting involved to care for the children. Employees are required to wear gloves during assistance with restroom and changing station. Employees are also required to change gloves after each child and wash hands. If serving food gloves are also to be worn. Cellphones are prohibited during care unless you need to dial 911 for an emergency or text the Director of Nursery for assistance in the room.

Position Type and Expected Hours of Work

This is a part-time position and hours varies. Days and hours of work are will be worked out and agreed upon with the Director of Nursery Ministries and based upon the needs of the church.

Preferred Education and Experience

1. Two or more years of experience in a similar work related field

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by the following necessary levels:

Direct Supervisor _____ Date _____

Staff Parish Relations _____ Date _____

Employee Signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Mission: To Know Christ and to Make Him Known