

WHUMC Nursery Care Worker Job Description

Qualifications

- High school or equivalent (Preferred)
- Childcare: 1 year (Preferred)
- 18 years or older

Full Job Description

PURPOSE: The Nursery worker shall support the church's Children's Ministry Program:

- Provide a safe, healthy, and loving environment for children infants through Kindergarten.
- Meet the spiritual, physical, mental, emotional, and social needs of children infants through Kindergarten.
- Educate children through the teaching of Bible truths.
- Reach children and their families for Christ and the church.
- Involve the church family in laying a Christian foundation for children infants through Kindergarten.

SUMMARY OF DUTIES: To provide a safe, nurturing, teaching environment for children, from birth through age five or completion of kindergarten, during church related functions.

RESPONSIBILITIES:

- Responsible for providing age-appropriate care which may include: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, holding, or sitting with and cheerfully interacting with children through games, stories, play and prayer.
- Be polite, friendly, and courteous to all children, parents, and volunteers.
- Serve as a back-up for regular Sunday School staff as needed/when not needed in the nursery.
- 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 before leaving.
- Report to the church staff any issues which are hindering the ability to carry out the duties or responsibilities of the position.
- Communicate in advance, by in writing or by phone to the Director of Children's Ministries: 1) any planned absences with an advance of at least two weeks 2) any unplanned absences at least two hours prior to nursery hours.

COMPENSATION AND HOURS:

- Pay rate is \$10 per hour.
- Child care hours are Sunday mornings from 8:15 am to 12:15 pm.
- Additional hours may be available for special events and holidays.

QUALIFICATIONS:

- Experience in caring for children between the ages of 0 to 5 with the ability to adapt and interact with each parent and child and their varying needs.
- At least 18 years of age.
- Satisfactory completion of background check.
- Satisfactory completion of CPR training for infants and children within three months of employment.
- Satisfactory completion of Western Hills UMC Safe Sanctuaries Training.
- Dress code is church casual; the ability to get down on the floor comfortably is important. No ripped or torn clothing, tank tops, or bare midriffs.

Termination Policy:

- There will be a 90-day probationary period where either party may terminate employment without cause. Beyond this, a two-week notice is expected. Dependability is essential. Tardiness and excessive absences cannot be tolerated and will result in termination of employment. Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent or church member.
- Termination may occur for failure to carry out job duties as described above or failure to comply with the Western Hills United Methodist Church Safe Sanctuary Policy.

Hours per week:

- Generally 4, less than 10 with special events

This Job Is:

- A good fit for applicants with gaps in their resume, or who have been out of the workforce for the past 6 months or more
- A good job for someone just entering the workforce or returning to the workforce with limited experience and education
- A job for which all ages, including older job seekers, are encouraged to apply
- Open to applicants who do not have a college diploma

Company's website:

- www.westernhillsep.org

Company's Facebook page:

- <https://www.facebook.com/westernhillsep>