

Approved
3-10-19

PLEASANT GROVE BAPTIST CHURCH (PGBC)

Church Nursery Worker Job Description

Purpose:

To provide safe, dependable, secure, and nurturing care to children, ages 0 – 4 years of age, while at PGBC.

Responsibilities:

To provide age-appropriate care which may include: feeding, changing diapers, escorting to the bathroom and assisting as necessary, maintaining a safe environment, holding, sitting with and cheerfully interacting through games, stories, play and prayer.

Be polite, friendly, and courteous to all children, parents, visitors and other workers. Treat each child with dignity and respect.

In the event of an emergency, promptly notify the parent via PGBC approved methods.

Before children arrive and after they leave, straighten the room and clean the toys.

This position will Report to the Senior Pastor.

Stay until every child has been picked up by his/her responsible adult as named on the child's daily registration form.

Provide a time of learning through activities, stories, music, nature, play and a time of sharing and learning about God and His Word.

Attend an evaluation after a 90 days probationary period and annually thereafter, or as may be deemed necessary.

Communicate in advance, by phone to the nursery coordinator: 1) Any planned absences with a minimum of a two-week notice, or 2) Any unplanned absences at least two hours prior to the start of shift.

Hours: Every Sunday from 8:15 AM till 12:15 PM and every Wednesday from 5:45 PM till 8:15 PM. You are expected to work all Sundays even if it falls on a Holiday. You will have the option of working other church events, i.e. Easter, Christmas, Vacation Bible School, Choir programs etc. If you chose to work these other events, the hours for each event will be specified. PGBC will make every effort to give you two weeks' notice of any extra event. In the event that services for Sunday or Wednesday are cancelled due to inclement weather or some other unforeseen event, you are not expected to work for those days.

While working, personal phone usage and social media is not permitted. Constant attention must be given to the children in your care at all time.

If your children are required to come with you, they are expected to participate in the program available for their age and not be in the nursery.

Compensation:

\$ 10.00 per hour.

Qualifications:

The person selected for this position must be a sensitive and mature individual, growing in and modeling the Christian faith, who is able to relate in a positive way to children and adults.

Be at least 18 years of age and in good physical health (required to lift children as may be necessary).

Satisfactory completion of background check with a high school or equivalent diploma.

Satisfactory completion of CPR training for infants and children.

Experience in caring for children between the ages of 0 – 4 years of age, with the ability to adapt and interact with each child.

Must present the results of a current (within 1 year) Tuberculin and current immunizations.

Three references.

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 will not 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.