

JOB DESCRIPTION

Job Title: Erin Nursery Worker/Coordinator	Compensation: \$15 per hour
Hours: Required attendance (except as noted in Attendance Policies) on Sunday mornings from 9 a.m. until 1 p.m. May also be asked to provide childcare for meetings and special church events on an as-needed basis.	Physical Requirements: 1) able to lift up to 40 pounds, 2) able to get up and down on floor to work with children, 3) able to safely escort children from the building in an emergency.
Reports to: Director of Family Ministries	
Purpose of the job: As Nursery Worker/Coordinator: 1) to provide nurturing childcare and a positive and consistent learning environment for young children, 2) to ensure adequate coverage of the nursery whenever open, 3) to assist in ensuring that all nursery workers meet expectations	
Essential Functions/Responsibilities: <ol style="list-style-type: none">1. Primary care provider for infants through elementary school age2. Provides an age-appropriate Bible-based lesson for toddlers during the Sunday School or worship hour; curriculum will be provided.3. Exhibits dependability in attendance and follows attendance policy4. Shows a caring attitude toward children5. Engages easily with children6. Communicates well with parents of children7. Follows all nursery worker policies and procedures, including procedures for “opening the nursery” and “closing the nursery” as well as health and safety guidelines8. Works as a team member within the Erin childcare system, including work with other staff, nursery volunteers and volunteer leaders9. Seeks to enhance the nursery experience for children and their parents through providing suggestions for improvement10. Serves as a good representative of Erin church, displaying sensitivity, courtesy, tact, consideration, and discretion	
Coordinator Functions/Responsibilities: <ol style="list-style-type: none">11. Coordinates scheduling of workers to achieve appropriate coverage when childcare is offered12. Helps train and monitors nursery workers’ implementation of policies and procedures13. Maintains emergency contact and critical medical information form for all children who are cared for in the nursery.14. Attends Discipleship team meetings monthly, or submit a written report if unable to attend.	
Qualifications: <p>Experience: Professional childcare experience required. Certificate: First Aid certification and background check required.</p>	

The above statements are intended to describe the general nature and level of the work being performed by people assigned to this work. It is not an exhaustive list of all duties and responsibilities associated with the position. Erin Presbyterian Church reserves the right to amend and change responsibilities to meet church needs.

My signature below indicates that I have reviewed this job description and have received a copy.

Employee Signature

Print Name

Date

Personnel Committee Signature

Date