



## Cross Roads Presbyterian Church Position Description

### **Title: Part Time Nursery Caregiver**

**Status:** 2 hours per week, 9:30-11:30 am on Sunday mornings, plus additional services throughout the year, including Ash Wednesday, Maundy Thursday, Good Friday, and Christmas Eve. Should be available every Sunday OR could job share and split Sundays with another person.

**Purpose:** The Nursery Caregiver provides primary care for children under the age of 4 in the nursery during worship services.

**Accountability:** The Nursery Caregiver is a member of the professional staff of Cross Roads Presbyterian Church of which the Moderator of Session (Pastor) is recognized as the head. The Nursery Caregiver will report to the Pastor/Head of Staff and work closely with the Preschool Director, Kids Day Out Director, and the Director of Christian Education.

### **Qualifications/Requirements**

1. Must be at least 21 years of age and have a high school diploma.
2. Have experience in childcare
3. Exhibit a commitment to the Christian faith and the sharing of that faith with all involved in this ministry.
4. Present a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to children, parents, and caregivers.
5. Possess the skills and willingness necessary to work alongside and assist volunteers in the care of children
6. Must be able to lift up to 25 lbs for the movement of equipment and the lifting of children.
7. Comply with all the policies of Cross Roads Presbyterian Church.

### **Responsibilities**

1. Maintain a safe, orderly, relaxed and loving nursery atmosphere in which both adult volunteers and child will experience acceptance and where celebration of God's love is openly lived and expressed.
2. Spread the love of God to the children by utilizing Christian materials (books, curriculum, posters) provided by the Christian Education committee.
3. Arrive promptly at least 30 minutes prior to the service to prepare the room and be ready to welcome children, parents, and caregivers.
4. Prepare pager system and sign in sheet (Form 14 in Child Protection Policy) making sure that pagers are working, that there are fresh batteries available and ample sign in sheets.
5. Make sure all required paperwork is filled out. If the child visits the nursery more than once in a short time, please ensure that they receive a copy of our nursery policies (Form 12 in Child Protection Policy) and fill out a nursery registration form (Form 13 in Child Protection Policy).



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6. Remain through the end of the service until every child is picked up and the nursery is cleaned and ready for the following day's use. This includes: wiping down all toys/equipment/high chairs used during the service; putting away all play equipment, snacks, and supplies, including pager system; sweeping away any crumbs or wipe up any spills; taking garbage including any dirty diapers to the dumpster; and running UV light as needed.
7. Understand fire drill and/or evacuation procedures, and know the location of first aid supplies. Be prepared in case of an emergency. First Aid and CPR training a plus.
8. Inform the Pastor and/or Director of Christian Education of any noteworthy or serious classroom occurrence or any supply needs in a timely manner using the appropriate form.
9. Participate in an annual review with the Pastor/Head of Staff and a personnel liaison.
10. Attend training sessions or first aid classes as deemed necessary by the Head of Staff.
11. Perform other duties as may be assigned which would be related to the care of children.
12. Use and operate security system as needed.

### Employment Details:

1. Successfully complete a 12-week probation period.
2. Upon completion of the 12-week probation period, Nursery Caregiver is eligible for 4 personal days. These days must be approved by the Pastor/Head of Staff in advance.
3. Must be available to work every Sunday; non-negotiable days—Christmas Eve and Easter.
4. Has the right of first refusal for other nursery care needs at Cross Roads (for example, nursery care provided during special events during the week).
5. Nursery Caregiver will be paid an hourly wage of \$13.50 per hour. Paychecks are distributed on the 15<sup>th</sup> and last day of the month.

The Nursery Caregiver Task Force will consider applicants who are available every Sunday or two applicants available to split the position for 2-3 Sundays per month. Please indicate the one you are interested in when you apply.

### Relationships

The Nursery Caregiver is accountable to the Pastor/Head of Staff and the Session of Cross Roads Presbyterian Church.

### Evaluations

Pastor and a Personnel liaison will conduct an annual review.

### Clearances

All employees of Cross Roads Presbyterian Church who are hired to work with children must obtain their Act 33 and 34 Clearances, PA Criminal Background check, PA Cogent Fingerprinting, and take the online PA Mandatory Child Abuse Reporting course (approximately 3 hours in length).

To apply for this position, please fill out this form: <https://forms.gle/ThxWbVPRAWc9VGuu6> or send your resume to [personnelcrossroads@gmail.com](mailto:personnelcrossroads@gmail.com).