



Nursery Caregiver, Assistant

Job Description

Status: Part-time; Hourly; Rotation
Hours: Rotation Schedule; No guaranteed minimum or maximum hours
Supervisor: Director of Children, Youth, and Family Ministry
Accountable To: Director of Operations; Executive Leadership Team;
Church Council

Purpose: This role will provide a welcoming, nurturing, and safe environment for children in support of ministry and program events for families while in attendance at SOTV. This role will partner with volunteers under the leadership of the Children, Youth, and Family Ministry.

Qualifications:

- 16 years of age or older and have reliable transportation
- Demonstrated experience working with children ages infant through elementary school age
- Early childhood development training, preferred
- Working knowledge of basic first aid
- CPR / First Aid certificate, preferred. SOTV will train.
- Demonstrated reliability
- Demonstrated ability to communicate with people of all ages
- Ability to lift 40 pounds repetitively and move freely between activities
- Successful completion of background checks and reference checks as completed by SOTV

Expectations:

- Available to weekend worship hours for scheduling
- Available Christmas Eve and Easter
- Available to be scheduled for programs and events during the week as needed
- Attendance at team meetings and trainings appropriately scheduled
- Compliance with nursery and employment guidelines and requirements
- Dress Code: Neat and clean attire appropriate for job duties
- Ability to work with team members and minimal supervision during active shifts

Responsibilities and Essential Functions

I. Care

- A. Welcome and greet all children and families
 - i. Aid in positive separation
- B. Provide quality care to all children in the nursery
 - i. Actively interact/play/ care for while supervising children
- C. Be attentive to children and needs and safety issues at all times

II. Safety

- A. Arrive on time for scheduled shift to open nursery
 - i. Cleanliness and set up, supplies, etc.
- B. Insure safety procedures are followed
 - i. Maintain adult:child ratios at all times as deemed appropriate by Children's Ministry guidelines. This may require calling for additional staffing or closing the nursery when a maximum number is reached.
 - ii. Understand and follow proper check-in and check-out procedures
 - iii. Toy safety: check for broken toys and/or equipment with each shift. Remove broken or unsafe items and report replacement needs to Nursery Lead.
- C. Insure cleanliness of nursery at all times
 - i. Clean and sanitize used toys and equipment following each nursery session

- ii. Immediately remove mouthed toys for cleaning and sanitizing when child is finished
 - iii. Clean toilet and diaper areas immediately after each use
 - iv. Monitor cleaning and diapering supplies for replacement. Report needs to Nursery Lead.
 - v. Keep toys in orderly fashion
 - vi. Clean and lock nursery upon conclusion of shift
- D. Incident Reporting
- i. Follow appropriate first aid / safety procedures
 - ii. Report any / all injuries to parents and appropriate staff
 - iii. Complete *Report of Injury / Incident Report* documentation(s)
- III. Communication
- A. Provide direction and leadership to volunteers
 - B. Attend scheduling and training meetings as scheduled
 - C. Report attendance or scheduling needs to your team and Lead
 - D. Commit to scheduled shifts, when necessary find a team sub and report changes in shifts to the Lead
 - E. Timely completion of timecards and schedule requests

Core Competencies:

Spiritual Maturity: Shows strong personal depth and spiritual grounding; is seen by others as trustworthy and authentic.

Care: Responds with empathy; demonstrates appropriate expressions of care with boundaries; listens attentively with the ability to restrict personal bias, to respond to concerns and communicate solutions with a sense of compassion and authority; demonstrate and communicate availability and approachability.

Team Orientation: Demonstrate interest, skill, and success in team environments; understand and support the importance of teamwork; establish good working relationships with others; show hospitality, compassion, and care; use diplomacy and tact; approachable.

Attention to Detail: organized; attentive to surroundings, perceptive to needs of children in care; proactive recognition of items or situations needing attention

Interpersonal Skills: implement care and team orientation to establish good working relationships with others; communicates needs and expectations; listens attentively; uses diplomacy and tact; is approachable.

Work Ethic: Dedicated to quality of work; prompt; reliable; available to be flexible; communicate proactively with others.