

Providence Missionary Baptist Church

Church Nursery Worker Job Description

Purpose: To provide dependable, safe, secure, and nurturing care to the children while at our Church, ages 0-5 years during Sunday morning worship.

Part-time, Contract

Hours: 8:30am – 12:30pm each Sunday

Pay: \$175 per Sunday

Send Resumes to: jobs@providenceatlanta.org

RESPONSIBILITIES:

- Provide age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding, or sitting with and cheerfully interacting with children through games, stories, play and prayer.
- Be polite, friendly, and courteous and seek to develop good trusting relationships with all children, parents, and volunteers.
- Arrive at 8:30am to be prepared to accept children at 9:00am. Child care hours include every Sunday 8:30am to 12:30 am holidays included. You may have the option to work other church events, i.e. Ash Wednesday, Holy Week, Vacation Bible School, choir concert etc. The opportunity for extra work will be announced at least 4 weeks prior to the event.
- In the event of an emergency, notify the parent via communication system, or cell phone.
- Stay until the children are secured with the adult named on the sign in sheet
- Cleaning and Straighten the Nursery room and clean any toys/beds before leaving. Used bed sheets will need to be changed and the volunteer for the morning will launder them and return them next week. All toys that have had contact with saliva will require special attention. A sanitizing solution will be available to use in the nursery.
- Report to the worship leader any issues which are hindering the performance of your duties, or ideas to improve the service.
- Communicate in advance, by phone to the Youth Leader:
 - 1) Planned absences with an advance two week notice
 - 2) Extenuating circumstances requiring an unplanned absence call at least two hours prior to the shift.

SAFETY

- Follow all guidelines in the Providence Child Protection Policy Guidelines.
- There will be an adult or youth volunteer from the congregation each week in order to comply with the Providence Child Protection Policy Guidelines of two-deep leadership.
- Good hand washing and sanitation should always be used while changing diapers or in contact with body fluids. The changing table and supplies should be disinfected each time after use.
- A First-Aid kit will be supplied.
- Current certification in child and infant CPR is required.
- No child shall be released to anyone but the adult on the sign in sheet.

QUALIFICATIONS:

- Experience in caring for children between the ages of 0 to 5 with the ability to adapt and interact with a variety of personalities.
- Dependable
- At least 18 years of age
- Satisfactory completion of background check
- CPR and First Aid Certification required
- Must adhere to Providence Missionary Baptist Church Child Protection Policy Guidelines
- Three references.
- Must have transportation.