

JOB DESCRIPTION

Church Staff

Job description for Nursery Assistant
Reports to: Head Nursery Attendant
Director of Youth Programs

Revision Approved: 10/24/17
Status: Part-time Non-exempt

Every staff person of the Presbyterian Church of Broomfield seeks to assist the congregation in fulfilling the purposes of the church presented in the following statement.

Mission Statement

To be a Christ-centered church that proclaims the Word of God and reflects the love of Jesus Christ in our church, to our community and within our world.

Overview:

This position is a ministry of care and love for the nursery children and their parents. The Nursery Assistant assists the Head Nursery Attendant by providing quality care for infants and toddlers through the age of four years. The hours for this position are 7:50 a.m. through 12:00 p.m. every Sunday morning. Also, may be required to work special services and events, i.e., Holy Week and Christmas Eve. The Nursery Assistant may also substitute for the Head Nursery Attendant by mutual agreement as needed. This part-time hourly position reports directly to the Head Nursery Attendant

Responsibilities:

- Assist Head Nursery Attendant with conducting nursery activities and caring for children.
- Make sure the nursery is interesting, enjoyable, and comfortable for nursery participants with constant interaction.
- Interact with both children and parents responsibly in a friendly, nurturing, and tactful manner.
- Able to interact one on one with only one child or facilitate interactions with multiple children in your care.
- Children respond to adults who will smile at them, laugh with them, and demonstrate through words and actions that they enjoy being with them.
- Be familiar with the signs of illness and enforce requirements when children are dropped off.
- Interact with the children on playground; assist them on playground equipment while keeping alert for safety issues.
- Monitor nursery area for safety and sanitary conditions. Report any problems to The Head Nursery Attendant and/or the Director of Youth Programs.
- Care for physical needs of children, especially timely changing of diapers.
- In the absence of the Head Nursery Attendant, take appropriate action in case of major disruptive behavior by children, this is not permitted in the nursery. This may include "time out," talking with the child, reporting the child's behavior to parents or to the Director of Youth Programs or a member of the Personnel Elders and/or Pastor/Head of Staff, and, as a last resort, requesting that the child or children be removed from the nursery.
- Any injury, other than a minor scrape or bruise, of a child in the nursery must report the injury by completing an Incident Report Form and report to parents, the Director of Youth Programs, Pastor/Head of Staff, and/or Personnel Elders.
- Must notify a Head Nursery Attendant at least two weeks in advance of planned absence and at least two hours in advance due to illness.

Qualifications:

- Minimum age – 14 years
- Some Experienced in caring for infants and young children,
- Able to work indecently and cooperatively with others.
- Complete and maintain child CPR certification within 30 days of hire date. Copy of current card is kept on file.
- Able to pass a background check
- Must read and sign both the Child Protection Policy and the Sexual Misconduct Policy and adhere to the standards conduct defined in each policy.