

WOODLAND PRESBYTERIAN CHURCH

Post Office Box 297 / 756 Park Street, Woodland, WA 98674

Phone: (360) 225-8941

JOB DESCRIPTION

POSITION TITLE: Nursery Caregiver

ACCOUNTABILITY: Personnel Committee and Christian Education Committee

SUMMARY OF RESPONSIBILITIES:

To provide nursery care for children ages birth through 5 years during Sunday Worship services, Sunday School, and other occasions as scheduled.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide responsible care for children in accordance with the WPC Guidelines for Nursery Operation.
- Utilize cell phones as the notification method to parents of children placed in the nursery. Personal cell phone will be required for notifications to parent cell phones.
- If snacks are provided the Nursery Caregiver will clean cups and pitchers after all the children have left the nursery.
- Pick up all toys, encouraging children to help as much as can be expected for their ages.
- Secure the nursery by locking the nursery supply closet, turning down the heater, turning off the fan and lights, closing windows and locking main nursery door.
- Change linens in all cribs that have been used. Make sure laundry is cleaned when hamper is full.
- Sanitize the changing table by wiping it down with appropriate cleaner.
- Make sure toys which have been played with by the children are cleaned with appropriate cleaner before being shared with others.
- Inform supervisor when snacks and supplies are needed. The nursery Caregiver may purchase these necessary items themselves and turn in the receipts to their supervisor for reimbursement.
- The Nursery Caregiver is responsible to inform the Stewardship Committee chairperson of potential maintenance items or safety concerns.
- Inform the Personnel Committee Chairperson of absences, allowing sufficient time to find a substitute for that week.

QUALIFICATIONS REQUIRED:

- Profession of Christian faith and a desire to serve the Lord with passion in the child caregiver ministry.
- High School diploma or equivalent.
- Appropriate training such as American Red Cross Babysitting or equivalent.
- Certification: Within 2 months of hire, if not already completed, the paid nursery caregiver must have successfully completed a pediatric first aid/CPR class and submit proof of completion to the Personnel Committee.

SPIRITUAL CARE: Spiritual care for the children will be provided by Woodland Presbyterian Church volunteers.

COMPENSATION: \$18.48 per hour. Anticipate approximately 8 to 10 hours per month.

RELATIONSHIPS: Relates to the Personnel Committee and the Christian Education Committee.

EVALUATION: The Personnel Committee will prepare a formal annual review relying on input from Nursey Spiritual care volunteers, and others, as well as a representative sample of the general church membership. The Personnel Committee will submit formal compensation recommendations to the Session annually.

Candidates for this position will be required to submit to and receive favorable results from a background check and drug screening.

Updated August 2024