Church Nursery Worker Job Description
Reinbeck United Methodist Church

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

Pay: $10/hour - 2 hours every Sunday morning.

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 15 minutes prior to the 9:15 am worship service. Child care hours include every Sunday 9 am to 11 am holidays included. You may have the option to work other church events, i.e. Ash Wednesday, Holy Week, Christmas Eve, 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 with a child notify the parent via cell phone.
- Stay until the children are secured with the adult named on the sign in sheet
- Cleaning
  - Straighten the 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.
- Worship is completed by 10:15-10:30 you will be paid until 11 am. You may leave when all children are gone and cleanup is complete.
- Report to the worship coach any issues which are hindering the performance of your duties, or ideas to improve the service.
- Attend an evaluation after a 90 day probationary period and thereafter annually.
- Communicate in advance, by phone to the Worship Coach:
  - 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 Reinbeck UMC Safe Sanctuary policy.
- There will be an adult or youth volunteer from the congregation each week in order to comply with the Safe Sanctuary 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- must have good basic knowledge of first aid procedures.
• Current certification in child and infant CPR is required.
• No child shall be released to anyone but the adult on the sign in sheet. (It is OK if they put more than one adult name)

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 Safe Sanctuary training and background check
• Must have good basic knowledge of first aid procedures.
• Satisfactory completion of CPR training for infants and children.
• Must adhere to Reinbeck United Methodist Church Safe Sanctuary Policy Guidelines.
• Three references.
• Must have transportation.

TERMINATION POLICY:
• There will be a 90 day probationary period where either party may terminate employment without cause. Beyond this a two week notice is expected from either party.
• Dependability is essential. Tardiness and excessive absences will result in termination of employment.
• Immediate termination without notice will occur in cases of
  o Intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member.
  o Flagrant violations of the Safe Sanctuary policy.
  o If the employee is under criminal investigation for child abuse, neglect, endangerment or related charges.