

**Village Seven Presbyterian Church  
Job Description**

**Job Title: Nursery Staff Worker**

**Purpose:** This is a paid part-time position with flexible job opportunities, and is a ministry of love, nurture and care. Work is primarily weekdays and Sunday, with some evening and occasional weekends. Sunday morning paid nursery staff work with children birth through two years of age. Throughout the week, nursery is extended to include children birth through kindergarten.

**Department:** Next Gen Discipleship

**Reports to:** Next Gen Discipleship Pastor and Administrative Pastor

**Pay Type:**  Hourly  Salaried

**Time Required:** 5-15 hours per week

**Eligible for Overtime:**  Yes  No

If no, check type of exemption:  Professional  Executive  Administrative  Ministerial

**Supervisory Position:**  Yes  No

If yes, check type:  Employees #\_\_\_\_\_  Contract Wkrs #\_\_\_\_\_  Volunteers #\_\_\_\_\_

*Supervisory responsibilities include assigning, scheduling, monitoring and controlling work; evaluating and managing performance; interviewing, hiring, and orienting new employees; training employees when necessary; making salary recommendations; and recommending discipline or termination when necessary.*

**Job Titles Supervised** (if applicable):

**Works closely with:** Trailhead Coordinator, Children’s Discipleship staff, Children’s Discipleship Team, and Volunteers

**Duties and Responsibilities:**

- A. Interact positively with parents, co-workers, and supervisors as a contributing member of the ministry team
- B. Arrive 30 minutes prior to the start of the scheduled event; check-in on the office computer *Time Clock*
- C. Review the curriculum in the class, prepare the room, and organize materials for the day. Be prepared to participate (or lead the class if in a teacher position)
- D. Greet each child upon arrival; check them in on the attendance roster noting the parent’s location within the church facility and special needs; use the appropriate identification system as outlined in the *Children’s Ministry Handbook*
- E. Welcome visitors and help them feel comfortable by answering questions they may have; direct them to a coordinator in the welcome/office area if they have not registered their children or if they have extensive questions
- F. Supervise volunteer helpers in the classroom, allowing them to participate as they feel comfortable; let them know how valuable their help is to us

- G. Take responsibility for the children's well-being which encompasses the changing of diapers, proper bathroom procedures, feeding babies/children, safety issues, and discipline in accordance with the policies and procedures outlined in the *Children's Ministry Handbook*
- H. Be knowledgeable about the developmental abilities of the children with whom you are working
- I. Watch for any children exhibiting signs of illness and follow the procedures outlined in the *Children's Ministry Handbook* for the safety of all children
- J. In the event of an accident or other emergency situation, follow the policies and procedures outlined in the *Children's Ministry Handbook*, fill out required forms, and notify the appropriate staff person(s)
- K. Follow procedures in the *Children's Ministry Handbook* for disinfecting all toys and equipment surfaces used in the baby/crawler/toddler rooms; put clean sheets on cribs for each child
- L. Clean, organize, and turn off the lights at the close of each session, following procedures posted on the classroom check list
- M. Check-out on the office computer *Time Clock*

### **Minimum Requirements:**

**Faith:** This position must be held by an individual who is an active, practicing evangelical Christian who is committed to the church's vision and mission and agrees with our Statement of Faith. There is no other background that can substitute for this requirement.

**Education:** High school diploma or the equivalent.

**Experience:** Credentials and experience demonstrating the ability to support and nurture the spiritual, emotional, social, intellectual and physical development of children birth through kindergarten.

**Other:** Must have a love for children and a desire to see them grow in their faith as disciples. Must be a church member and faithful attendee for Sunday morning worship service. Must have the ability to provide for the safety and security of children in an emergency.

**Physical, Mental, and Emotional Requirements of this Position Include:**

<i>WORKING ENVIRONMENT:</i>	SELDOM	OCCASIONAL	FREQUENT
COLD (50 F or less)		X	
HEAT (90 F or more)	X		
GASES/FUMES/DUST	X		
HEIGHTS	X		
NOISE	X		
CLIMBING (Stairs/Ladders)			X
DRIVING	X		
CRAWLING OR KNEELING		X	
BENDING			X
WALKING/Uneven Surfaces			X
WORKING ALONE	X		
WORK WITH OTHERS			X
CHEMICALS/SOLVENTS	X		
<b><i>MOVING HEAVY ITEMS:</i></b>	<b>SELDOM</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>
LIFTING/LOWERING	over 40 lbs	20 – 40 lbs	under 20 lbs
REACHING FORWARD	over 40 lbs	20 – 40 lbs	under 20 lbs
PUSHING/PUSHING	over 40 lbs	20 – 40 lbs	under 20 lbs
CARRYING	over 40 lbs	20 – 40 lbs	under 20 lbs
<b><i>MENTAL DEMANDS</i></b>			
REGULARLY PRESENT AT WORKPLACE			X
SPEAKING TO LARGE GROUPS		X	
INTERPRETING OR ANALYZING DATA		X	
MAKING QUICK DECISIONS		X	

<i>SENSORY CAPABILITIES</i>	SELDOM	OCCASIONAL	FREQUENT
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far			X
COLOR DISCRIMINATION	X		
HEARING			X
SPEECH			X
MANUAL DEXTERITY			X
EYE/HAND COORDIN.			X
<b><i>TRAVEL:</i></b>			
Local	X		
National	X		
International	X		
<b>REPETITIVE MOVEMENTS:</b>			
(please list) Use of computer and mouse		X	
<b><i>OPERATING MACHINERY:</i></b>			
FACSIMILE (FAX)	X		
COMPUTER /MOUSE	X		
COPIER/PRINTER	X		
TELEPHONE	X		
<b><i>EMOTIONAL DEMANDS</i></b>			
CALM IN STRESSFUL SITUATIONS		X	
SUPPORTIVE TO THOSE IN CRISIS		X	
FREQUENT INTERRUPTIONS			X
MULTIPLE DEMANDS OR PRIORITIES			X

**Pay and Benefits:** The hourly rate range for this limited-time position (up to 20 hours per week) is \$12.56 to \$14.00. No benefits are provided to limited-time workers.

**Evaluation:** This position is evaluated annually by the Trailhead Coordinator. A written report is prepared of this evaluation and signed by the Nursery Worker and the Trailhead Coordinator. During the course of the evaluation, the Job Description shall be reviewed and needed alterations discussed.

This description is not intended to be an exhaustive list of all responsibilities, skills, or working conditions associated with this job. It is intended to be a reflection of the principal job elements essential for making compensation and employment decisions.

**Employee’s Affirmation:**

I have read this job description and understand its requirements. I affirm that I have the physical, mental, and emotional ability to perform the Duties and Responsibilities of the position and that I have informed the supervisor of any accommodations I need to do so. In addition, I affirm that I understand my role in the ministry of the Church, that I fully support that ministry, and that I will behave in a way that is consistent with belief in Jesus Christ, the Scriptures, and the teaching of the church.

**Employee’s Printed Name:** \_\_\_\_\_

**Employee’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

This document was last reviewed on March 29, 2022.