

## Church Nursery Worker Job Description

Purpose: To provide dependable, safe, secure, and nurturing care to children, ages 0-4 years, while at Oakdale United Presbyterian Church.

### Responsibilities:

- Responsible for providing age-appropriate care which may include: 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 to all children, parents, and volunteers.
- Child care hours needed are Sunday mornings from 9:30 AM-12:30 PM (Fall, Winter, and Spring hours) and from 9:45-11:15 AM (Summer hours – beginning Memorial Day weekend).
- Stay until the children are secured with a responsible adult named on the child's registration form.
- In the event of an emergency notify the parent via cell phone.
- Straighten the room and clean any toys before leaving.
- Attend an evaluation after a 90-day probationary period and thereafter annually.
- Report to the church staff any issues which are hindering the carry out of the duties or responsibilities of this position
- Communicate in advance, by phone to the church staff: 1) any planned absences with an advance of at least two weeks 2) any unplanned absences at least two hours prior to nursery hours.

### Renumeration:

- \$10/hour

### Qualifications:

- Experience in caring for children between the ages of 0 to 4 with the ability to adapt and interact with each child and their varying needs.
- At least 18 years of age with current ACT 33 & 34 clearances.
- Satisfactory completion of background check.
- Satisfactory completion of CPR training for infants and children.
- Must adhere to Oakdale United Presbyterian Church's Child Protection Policy Guidelines.

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.
- Dependability is essential. Tardiness and excessive absences cannot be tolerated and will result in termination of employment.

Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent or church member. Termination may occur for failure to carry out job duties as described above or failure to comply with the "Oakdale United Presbyterian Child Protection Policy".

Please mail resume and a copy of necessary clearances to:

Oakdale United Presbyterian Church  
c/o Personnel Director, Elder Eric Fowler  
62 Hastings Avenue,  
Oakdale, PA 15071