

Spanish Fort United Methodist Church

Nursery Employee

(Updated April 5, 2024)

Reports to: Director of Children and Nursery Ministries

Part Time Hourly: Normal Nursery Hours: Sundays 8:30 a.m. - 12:30 p.m., Wednesday Evenings 5:45 p.m. - 7:45 p.m., and other events as scheduled. All times are subject to change.

Description:

The Nursery Employee is a member of the Children's Ministry Team whose primary responsibility is for the Nursery Ministry. The Nursery Employee will serve to further the mission of the Children's Ministry by providing faithful leadership that fosters spiritual growth and providing care for nursery aged children.

Primary Responsibilities:

- Providing a safe and loving environment for nursery aged children.
- Filling out accident reports and child updates as needed.
- Helping manage an inventory of supplies and notifying the Director of Children and Nursery Ministries when items need to be restocked.
- Cleaning toys, changing table, and other items used during each nursery session.
- Following guidance for feeding and diapering of children.
- Work out issues with parents as they arise.
- Verify that parents are checking their children in and out using the KidCheck System.
- Have a working knowledge of the KidCheck system to provide assistance to parents as needed and have the ability to access child information.
- Have an understanding of all areas of the nursery and childcare policies and procedures to include sanitation, Safe Sanctuary policies, and emergency safety procedures.

Qualifications:

- Demonstrates a passion for facilitating the spiritual growth of infants through caring for them during their time in the nursery
- Detail oriented, organized, and strong leadership skills
- Experience in and knowledge of caring for infants and toddlers (nursery or child care experience preferred)
- Alignment with the beliefs and practices of the United Methodist Church

Requirements for Employment:

- Must be at least 21 years of age and consent to a background check every 5 years.
- Complete an employment application and provide three character references (non-relative).
- Review the Nursery and Safe Sanctuaries policies.
- Proof of current CPR and First Aid certification or complete the certification within 2 months of employment.