

## POSITION DESCRIPTION FOR NURSERY WORKER

Posted September 1, 2017

**Purpose:** To provide safe, secure, nurturing, clean and efficient care to our children ages 0-4. This includes playing with the children or directing their play, reading to them, praying with children, exhibiting patience and love, and relating the events of the day to the lesson and theme in words the child can understand.

**Background:** Highland Presbyterian Church believes that children are a gift from God and they depend on adults for safety and security, the nursery is a place where children are both loved and cared for physically, emotionally and spiritually.

### Job Description:

- Responsible for age-appropriate care which includes: feeding, changing diapers, maintaining a safe environment, putting children down for naps, holding, sitting with, and cheerfully interacting with children through games, stories, crafts and play.
- Polite, friendly and courteous to all children, parents and volunteers.
- Arrive 15 minutes prior to nursery opening.
- Stay until all children are secured with a responsible adult.
- Straighten room and clean any used toys/beds before leaving.
- Work holidays that fall on Sunday and may be asked to work additional hours during busy times, i.e., Holy Week or Christmas Eve.
- Report to the Director of Christian Education.
- Speak in a gentle tone of voice to the children.
- Dress code is casual but appropriate attire. Walking shorts are appropriate. Inappropriate or suggestive attire while working in the nursery is not permitted. Jeans and T-shirts are acceptable as long as they do not have holes, stains, tears, etc.

You may send a letter of application online or make other inquiries at [office@highlandpresby.org](mailto:office@highlandpresby.org)

**Requirements:**

- Knowledge of age-appropriate needs and experienced in the care of young children.
- Training in basic first aid and CPR.
- 18 years of age or older.
- Able to engage children in activities and in transitions.
- Background checks.
- Be a Christian, committed to Christ and the work of Highland Presbyterian Church.
- Physically able to lift children, move quickly, and enjoy floor time with children.