

**Oakland Presbyterian Church
Oakland, Florida**

Job Description: Nursery Worker

This is a part-time, non-exempt position.

General Description of the Work:

The Nursery Worker will provide Christian love and care to infants and children less than 3 years of age during Sunday worship services, Sunday school, and special church functions as may be assigned or negotiated, such as Family Events, Children's Musicals, Church Night Suppers, Mid-week services, etc. The Sunday hours are normally 8:30 a.m. to 12:30 p.m.

Qualifications:

- Three years experience in a Christian learning environment as a care-giver, teacher, or aide
- Trained in CPR and First Aid, or willing to get the training after employment
- High school diploma
- Able to pass the background check required by Session

Job Responsibilities:

1. Provide outstanding care for infants and toddlers.
2. Maintain a safe, organized, and clean nursery environment.
3. Assure the safety of all equipment and age appropriateness of toys used in the nursery.
4. Implement a cleaning schedule for toys and equipment.
5. Laundering of sheets and other crib linens*
6. Recording the names of children present in the nursery.
7. Handling the paging system used to keep in touch with parents.
8. See that children are released to their families or authorized adults.
9. Register new children and secure needed information, such as known allergies, etc.
10. Relate effectively with children, parents, other staff, members of the congregation, and the public.

Supervision:

The Nursery Worker shall be under the guidance, direction, and supervision of the Director of Christian Education or other staff person with responsibility for children's ministry. In the event that such position is vacant, the Chair of the Christian Education Committee or the appointee of the chair will handle the supervision.

*Note: Time spent doing cleaning or laundering will be compensated at the hourly rate.