



POSITION DESCRIPTION

- TITLE:** Nursery Caregiver
- OBJECTIVE:** To provide leadership for the nursery program during special events and the worship services. Caregivers greet parents and children; oversee physical needs and safety for babies and toddlers.
- SCOPE:** This position is located within Early Childhood Ministry area, in the Children's Ministries Department of Lake Avenue Church.
- CLASSIFICATION:** This position is classified as non-exempt.

QUALIFICATIONS:

- Exemplary life of wholehearted devotion to Jesus Christ.
- A deep love for early childhood-aged children and a heart for working in our nurseries.
- Committed to growing in Christlikeness with spiritual gifts of service, care, and leadership.
- Ability to create and maintain a safe environment for children.
- Ability to promote harmonious working relationships with staff, volunteers, and parents.
- Knowledge of and experience in early childhood development (birth-5 years).

DUTIES & RESPONSIBILITIES:

- Oversee administrative details of the Nursery area of Early Childhood Ministries (i.e. cleaning, toy upkeep, supply inventory, labeling children's supplies, keeping track of food allergies when children are fed and changed, etc.)
- Be respectful of children and parents
- Cooperate with the volunteer staff and build relationships with them
- Bring enthusiasm to the team and help others in their development as teachers
- Look to develop oneself in the process of working on the team
- Ensure equipment and facilities are clean, safe, and well-maintained
- Be familiar with emergency procedures

REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodation may be made to enable individuals with disabilities to perform essential job functions.

EDUCATION AND/OR EXPERIENCE:

- Any combination of education, training, and experience that provides the required knowledge, skills and abilities is qualifying
- Previous work experience with babies and toddlers is preferred

LANGUAGE SKILLS:

- Ability to effectively present information and respond to questions from parents, volunteers, staff, and other congregation members

KNOWLEDGE, SKILLS & ABILITIES:

Proficient Knowledge in the following areas:

- Child development theories and practices
- Safe and appropriate activities for children
- Relevant policies and procedures to ensure children are supervised and safe at all times
- Understanding the cultural environment, which is diverse in ethnicity, socioeconomics, beliefs, and styles

Possesses and successfully uses the following Skills:

- Team building
- Supervisory skills
- Analytical and problem-solving skills
- Decision making skills
- Effective verbal and listening communication skills
- Stress management skills
- Time management skills

Demonstrate the following Personal attributes:

- Maintain confidentiality in performing duties of Nursery Caregiver.
- Be respectful
- Possess awareness and sensitivity to diverse groups ethnically, socio-economically, and in affinity
- Be flexible

- Demonstrate sound work ethics
- Be consistent and fair
- Be compassionate and understanding
- Be able to build esteem while ensuring a safe and secure environment
- Ability to perform strenuous physical activity related to duties

OTHER SKILLS & ABILITIES:

- Ability to accurately perform assigned tasks
- Ability to promote harmonious working relationships with staff, volunteers, and parents
- Possess accepted levels of interpersonal relationship skills

PHYSICAL DEMANDS:

The physical demands described here represent those that an employee must meet to perform the essential functions of this job successfully. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Caring for children can be physically demanding. The Nursery Caregiver may lift and carry children and equipment and spend time sitting on the floor or child-sized furniture. The Nursery Caregiver is expected to clean and maintain equipment and nursery rooms and may move throughout the campus with children.

The Nursery Caregiver may come in contact with children who are ill and/or contagious and must take precautions to ensure the health and safety of all children, parents, staff, volunteers, and themselves.

While performing the duties of this job, employees are frequently required to sit, stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, and use repetitive motions; employees may frequently lift and/or move children and materials up to 40 pounds. The position requires the individual to meet multiple demands from several people and interact with the members and other staff.

WORK ENVIRONMENT:

The Work Environment characteristics described herein represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

The Nursery Caregiver will be working in a busy and occasionally noisy environment. There may be several activities and situations happening at once, and the Nursery Caregiver will have to supervise all children at all times.

The position requires the individual to meet multiple demands from several people and interact with parents, volunteers, congregation members and other staff.

The Nursery Caregiver may experience smells associate with toileting and children who are ill.

Caring for children can be stressful. The Nursery caregiver must ensure that children are supervised at all times, and that children are involved in safe and appropriate activities. There may be a number of situations happening at once, and the Nursery Caregiver must be prepared to handle accidents and emergencies at any time.

The information in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed. Additional duties are performed by the individuals currently holding this position, and additional duties may be assigned.

RELATIONSHIPS:

- Reports to: Director of Young Families and Children’s Ministry
- Works with: Early Childhood Ministry Assistant, other caregivers, staff members, and volunteers.
- Supervises: Babies and toddlers
- Member of: Congregational Life Department

HOURS:

Works on an as-needed and scheduled basis, unless an alternative schedule is agreed upon; not to exceed 29 hours weekly; work hours include Sundays and some holidays (flexible weekdays depending on the situation of the employee)

SUBMISSION & APPROVAL:

Prepared & Submitted by – Christy Cooper
Director of Young Families and Children’s Ministry

Date

Approved by – Dr. Nicholas Barrett
Associate Pastor of Congregational Life

Date

Approved by – Tiffany Reynoso
Executive Director of Church Operations

Date

ACCEPTED BY:

[Employee Name]

Date

RECEIVED BY:

Steven Escobosa
People Operations Manager

Date