

***St. Andrew's UMC
120 W. Sandusky St.
Findlay, Ohio 45840***

Nursery Worker

Classification: Employee

Reports to: Director of Family and Children's Ministries and Outreach

St. Andrews exists to Love God, Love Others, Serve the world and change lives. The Nursery Worker supports the mission by providing quality child care in a safe church nursery for children aged birth through kindergarten.

Ideal candidates for this role have experience working with children, a desire to grow in their own personal faith, and a commitment to providing an environment that makes children and families feel welcome and safe.

Duties and Responsibilities include the following and others as assigned:

- ❖ Greet parents and provide smooth transition for children
- ❖ Ensure children are registered prior to being left in nursery; collect current contact information from parents
- ❖ Build relationships with parents as they drop off and pick up their child. Take extra time and care in aiding new families with the process so that they feel at home at St. Andrew's Church
- ❖ Interact with children in a nurturing manner
- ❖ Speak their name in love
- ❖ Play with them, read to them
- ❖ Demonstrate patience, gentleness, and joy with them
- ❖ Maintain safety and cleanliness of child care environment
- ❖ Maintain consistent communication with the Family Minister about current needs and other issues that need to be resolved
- ❖ Accurately record hours and submit timesheet to the Family Minister at the end of each pay period
- ❖ Attend educational/training activities aimed at enhancing childcare skills when available and appropriate
- ❖ Adhere to all policies and procedures of church

As part of the Safe Sanctuary policy, the Family Minister schedules a minimum of two adults (over age 18) to care for children.

Hours:

Generally, nursery workers will have opportunities to work within these times, but will not be scheduled to work all of these hours. Additional holiday shifts may be available. Sunday mornings 8:30am -12:15pm

Skills Desired:

- Infant and Child CPR
- Effective verbal and written communication skills
- Access to reliable transportation
- Punctual to work and able to complete work and tasks on time
- Organized and efficient
- Lifting abilities up to 40 pounds
- Ability to stand for extended periods of time
- Ability to reach, bend, stoop and kneel
- Knowledge of normal development of children 6 months to 5 years

Education/Experience:

- At least 18 years of age
- High school diploma or equivalent
- Prior child care experience required
- Ability to pass a background check