

Job Description: Nursery Caregiver

Medina United Methodist Church

Purpose: To lead a time of worship and learning where preschool aged children can discover God. Your ministry responsibilities include playing with the child or directing his play, reading to him, praying for each child, exhibiting Christ-like patience and love, and relating the events of the day to the lesson and theme in words the child can understand. You will ensure a safe, secure, nurturing, clean and efficient care to our children. This is a paid part-time caregiver position for infants – 6 yrs.

Reports To: The Childcare Coordinator, the Pastor, and the Staff, Parrish Relations Committee (SPRC).

Responsibilities:

- Arrives 15 min prior to worship service. Child care hours include every Sunday from 10:45 am – 12:45 am. You are expected to work all Sundays even if it falls on a holiday. You will have the option to work other special events.
- Explain security and sign in procedures to new parents
- Greet parents and children unless Nursery Coordinator is doing so.
- Label all diaper bags and children's belongings.
- Pray for the children individually as they play (aloud so they can hear you and learn by your example) and pray for your co-caregiver as you work together.
- Responsible for providing age-appropriate care which includes: feeding, change diapers as needed (according to the diaper changing procedures), escorting to the bathroom, maintaining a safe environment, holding or sitting with and cheerfully interacting with children through games, stories, bible lessons and play.
- Demonstrate good hygiene; wash hands immediately after changing diapers, wiping noses, before serving snacks, ect.
- Never leave a child unattended (in classroom or on the playground), never put more than one child in a crib (unless implementing the evacuation plan).
- Stay until the children are secured with a responsible adult named on the child's registration form and all toys are cleaned, sanitized and put away.
- In the event of an emergency notify the responsible parent by cell phone.
- Report to the Nursery Coordinator any concerns which are hindering your ability to carry out your duties or responsibilities, also share ideas for improvement.
- Communicate in advance by phone, to the Nursery Coordinator: 1) any planned absences with two weeks advance notice, or 2) any unplanned absences at least two hours prior to the shift.

Class Structure: This is a model for class time. Each element is important but you may modify the order or timing as needed.

- 10:45-11:00 Playtime
- 11:00-11:30 Bible lesson, Bible verse memory, Interactive activity, Sing worship songs, Bible story.
- 11:30-11:45 Snack time
- 11:45-12:15 Playtime

Qualifications/Experience:.

- At least 18 years of age
- Experience in caring for children between the ages of infants – 6 yrs with the ability to adapt and interact with a variety of personalities.
- Possess the talents of; enthusiasm, creativeness, and organization.
- Ability to work well others and relates well to children.
- Satisfactory completion of background check
- Certified (or must be willing to become certified at church expense) in basic first aid, including child/infant CPR, AED Defibrillator, safe sanctuary, and childcare training.
- Must adhere to the Medina United Methodist Church Child Protection Policy Guidelines
- Provide Three references
- Quickly and easily reached by text or email
- Able to lift 30 lbs. in connection with the handling of children for the facilitation of programs, child safety, and potential emergency situations.

Expectations:

- Attend an orientation meeting before your first day at work
- Must be dependable and have reliable transportation
- Demonstrate the spiritual gifts of compassion and encouragement
- Strong and active relationship with MUMC either as member or active participant
- Demonstrate excellent interpersonal skills, especially dealing with parents and children in a professional manner; and maintain cooperative relationships with facility, program, and administrative staff; church leadership; and members.
- Prepare and guide age appropriate Bible learning activities from the provided Bible curriculum when necessary.
- Attend an evaluation meeting after your 90 day probation period and annually thereafter.
- Attend occasional Early Childhood Ministry meetings.
- Attend a fire drill meeting annually.
- Wear identification name tag when working in the nursery.
- Appropriate, modest dress.

Termination Policy:

- There will be a 90 day probationary period where either party may terminate employment without cause. Beyond this a two week notice is expected.
- Dependability is essential. Tardiness and excessive absences (including absences without notice) cannot be tolerated and will result in termination of employment.

Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member. Termination may occur for failure to carry out job duties as described above or failure to comply with the “Medina United Methodist: Child Protection Policy”.