



## Hixson Presbyterian Church Nursery Staff Job Description

**Job Summary:** Under supervision of the Nursery Staff Coordinator, the nursery staff member is responsible to care for children who are infants through three years old. There will be some exceptions on ages (in the summer it will be up to age five).

### **Requirements:**

- Christian
  - Provide a written statement of faith that includes a testimony of faith in Jesus Christ as part of the staff application
  - Sign, as part of their employment contract, a covenant to teach and nurture.
  - Active member in good standing of an evangelical church
  - Required to submit a pastoral reference
- Job Skills
  - Solid written and oral communication skills
  - Social skills that create a positive environment with children and professional interactions with parents.
  - Ability to teach very basic lessons including a bible story.
- Previous Experience with Children
  - Some experience, whether paid or volunteer, with children required
  - Proven competency and experience in caring for basic needs of infants and toddlers (diaper changing etc)
  - Experience in a Christian-based environment preferred
  - CPR and First Aid Certifications are a bonus! Onsite training is available as needed
  - Experience with special needs children is a major bonus!
- Essential Functions: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions, duties and responsibilities of the job.
  - Frequent standing, occasional sitting
  - Bending and stooping
  - Reaching with hands and arms
  - Walking and possibly running
  - Lifting children who need diaper changes (potentially up to 50lbs)

### **Primary Responsibilities:**

- Follow policies and procedures
- Implement the behavior management plan
- Teach a basic lesson such as reading a bible story
- Supervise children at all times
- Delegate responsibilities to the volunteer helpers in a respectful and efficient manner
- In the event a staff member needs to be absent, contact the Nursery Staff Coordinator as soon as possible.
- Be flexible and willing to perform any other duties needed