



Job Description—Nursery Worker

Position: Nursery Worker.

Reports To: Director of Children’s Ministries; Pastors; Staff-Parish Relations Committee (personnel committee).

Summary: Providing care within WordServe UMC’s nursery ministries to ensure the physical and spiritual well-being of our children by performing the following duties.

Essential Duties & Responsibilities include the following.

- Provide care for children.
- Organize the nursery and ensure its cleanliness and safety.
- Maintain and enforce nursery policies.
- Help maintain an adequate inventory of supplies; i.e., snacks, drinks, diapers, wipes, etc. and ensure that nursery rooms are well stocked at all times.
- Routinely inspect nursery equipment and toys.
- Launder sheets, toys, blankets, etc. as necessary.
- Keep a current list of nursery caregivers with names/addresses/phone numbers.
- Keep ongoing record of attendance, both of workers and children, and relay that information to coordinators. Follow up as necessary.
- Prepare name badges and labels and create signs for the nurseries.
- Provide nursery care for special events or meetings.
- Other duties as assigned.

Supervisory Responsibilities: Work with volunteer and paid nursery workers.

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

Spiritual: Must be a growing Christian, deepening his/her personal relationship with Jesus Christ and modeling this to others (1 Tim. 3:1-13). Possess a desire to see our young ones come to know, love and follow Jesus Christ. Commitment to strengthening spiritual gifts that will enhance ministry effectiveness. Supportive of Westover Fellowship’s vision for ministry, doctrinal standards, and its leadership teams.

Education/Experience: A suitable combination of education and experience will be considered.

Attitude: Must be a caring, nurturing, patient caregiver who enjoys working with young children. Outgoing personality who works well with parents, volunteers and staff. The ability to communicate and establish effective working relationships with

all levels of people, conveying a genuine concern for their needs and a desire to provide exceptional service, is essential for this position.

Certifications: CPR and First Aid certifications are required and may be provided by the church. Safe Sanctuary training is required and will be provided by the church.

Language Skills: Ability to read, analyze, and interpret educational materials. Strong interpersonal skills with the ability to relate to many different ages and types of children. Ability to effectively present information and respond to questions from parents, staff or congregation.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems efficiently and effectively while maintaining good working relationships.

Physical Demands: While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 30 pounds.

Work Environment: The noise level in the work environment is usually moderate. The building is single storey and is handicap assessable. It is a nonsmoking environment.

Comments: The physical demands and work environment characteristics 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 essential functions. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship.

Approved by Employee _____

Date _____

Approved by Supervisor _____

Date _____