Enrichment/Nursery Staff of St. Paul's United Methodist Church

Job Summary:

The Enrichment/Nursery Staff of St. Paul's United Methodist Church – Coronado (SPUMC) is responsible for the care and security of all children entrusted to our weekly enrichment program and church nursery. Nursery staff are part time, scheduled for 2-4 hour shifts periodically throughout the month. This position provides for more than childcare.

Reports To: Director of Children's Ministry / Lead Enrichment Teacher

Essential Functions:

- Enjoy children
- Ability to lift children
- Awareness of Emergency Procedures, i.e., earthquake, fire, or accident
- Infant/CPR Certification – must be current or agree to complete CPR certification within the first three months of employment and maintain currency throughout the employment period.
- Complete and maintain two-year currency with all state and SPUMC required training including background and fingerprint checks.
- Minimum 12 ECE units in Child Development

Core Characteristics:

- Outgoing
- Patient
- Resourceful
- Organized
- Punctual

Requirements, Roles, and Relationships:

- Maintain prompt hours and notify the in the event of an illness or other unexpected absence, ideally 24 hours in advance. Monthly shifts will be assigned using an online system, and shifts may be adjusted in coordination with the CO.
- Work assignments may include both Sunday mornings, weekly, and/or other 'Special Days' as noted below.
- Maintain a clean and neat appearance.
- Be prepared to welcome children and families
- Work to create a warm and accepting environment for the nurture of each child.
- Demonstrate sound judgment and child supervisory skills.
- Recognize that each child is a sensitive, thinking individual and treat them accordingly.
- Help reassure parents that the child is well cared for.
- Keep physical environment clean and maintain order.
- Sanitize toys and areas regularly.

- Supervise all indoor and outdoor activities to ensure the safety of the children at all times. Be alert to the entire group even when dealing with only a part of it.
- Assist infants and toddlers with physical needs.
- Be aware of and implement any special needs or restrictions as requested by parent or caregiver.
- Role model positive adult/child interactions.
- Functions in compliance with the guidelines, policies, and procedures of St. Paul's UMC.+ Special Days
- Nursery Staff are expected to be available to provide care for special events or services such as Easter, Christmas Eve, Ash Wednesday, and other church events. These dates will be known well in advance, and the Nursery Staff member may ask/request to be excused from providing care two weeks prior to respective shift should personal conflicts emerge.
- Recognized groups within the church may contact the church office to ask for Nursery Staff to provide care for other events. Nursery staff are not required to provide care at these events but will be paid by the church for these events if the event is approved by the Pastor, COS, Church Board.

Other Responsibilities/Notifications

- Have annual tuberculosis test and present proof of negative test.
- Notify the Director immediately of any health condition which would place the children at risk or impede the successful completion of duties.
- Report all suspected child abuse as required by law and notify the Director and/or Pastor within six hours.
- This position requires lifting infants and toddlers up to 35lbs.
- This position requires completion of mandatory training requirements as assigned by the Lead Pastor and/or Church Board, and is contingent upon submission and approval of background and fingerprint checks as required by the state of California.

Title 22 Requirements

- Minimum 12 ECE units in Child Development
- Eligible to work in the USA, Hold a CDL or CID
- CPR/1stAid Certification
- Mandated Child Abuse Reporter Training
- Immunizations Records, TB test and current Health Screening
- Background clearance and Fingerprint Transfer-Live Scan
- Official transcripts
- Able to push, pull, drag, carry, or roll up to 35lbs

Compensation:

- The rate of pay for this position depends on experience and paid per hour to start. This is with the minimum assurance of 2 hours of pay for each "event" (e.g., if the actual work time is less than 2 hours, compensation will be paid for 2 hours).

- May be eligible for a retention bonus after the second year of retirement based on continued employment based on previous years' hours worked.

Job Type: Part-time

Benefits:

- Retirement plan
- Paid Continuing Education
- Flexible Schedule

Schedule:

- 4 hour shift Monday to Friday
- Holidays
- On call
- Weekend availability

License/Certification:

- Infant/Child CPR Certification (Preferred)
- Minimum 12 ECE units in Child Development