Pax Christi Catholic Community  
Nursery Worker Job Description

Work Location: Church Nursery  
Hours: Variable. May include evenings, weekends, and holidays.

The Nursery Aide’s job is to provide dependable, safe, secure, and nurturing care to the children while at our Church, ages 0-4 years in a safe, fun and clean environment.

Responsibilities:
• Provide age-appropriate care which includes:
  o changing diapers (must be approved by parent)
  o escorting to the bathroom
  o maintaining a safe environment
  o holding, or sitting with and cheerfully interacting with children through games, stories, play and prayer
• Be polite, friendly, and courteous to all children, parents, and volunteers.
• Arrive at least 15 minutes prior to the assigned time.
• Stay until the children are secured with a responsible adult named on the child’s registration form.
• In the event of an emergency notify the parent via cell phone.
• Straighten the room and clean any toys before leaving. All toys that have had contact with saliva will require special attention. A sanitizing solution will be available to use in the nursery.
• Report to the nursery coordinator any issues which are hindering your ability to carry out the duties or responsibilities.
• Communicate in advance, by phone to Lisa Walker:
  o 1) any planned absences with an advance two-week notice, or
  o 2) any unplanned absences at least two hours prior to the shift.

Specific Qualifications
• Experience in caring for children between the ages of 0 to 4 with the ability to adapt and interact with a variety of personalities.
• At least 21 years of age
• Satisfactory completion of background check
• Satisfactory completion of Safe Environment Training
• Must adhere to Diocese of Colorado Springs Child Protection Policy Guidelines.
• References