

## **Sinking Spring Presbyterian Church**

136 E. Main Street, Abingdon, VA 24210

276.628.3361

### **Nursery Worker**

#### **Job Description**

The primary responsibility of this position is to maintain and oversee the nursery during the worship services and congregational activities of Sinking Spring Presbyterian Church. The position is compensated on an hourly basis at \$20.00 per hour and is paid monthly on the 15<sup>th</sup> of each month. Hours are from 9:30am to 12:30pm each Sunday, with prior notice an additional hour could be required periodically in support of special occasions / events.

#### **Duties and Responsibilities**

- Be in the nursery by 9:30am to greet parents and children
- Assess and keep a safe environment for the children in the nursery
- Prepare and engage children in age-appropriate activities
- Prepare refreshments and snacks (provided)
- Maintain the needs of each child (changing diapers)
- Clean-up nursery after worship
- Set out trash to be collected
- Oversee church volunteer who is assigned to work with the nursery worker
- If there is an emergency, direct volunteer to notify the head usher

#### **Qualifying Skills**

- Strong human relation skills
- Early childcare background and experience
- Childcare experience in a church setting is a plus, but not required
- Must be willing to submit references
- CPR / AED certified, or willing to be CPR / AED certified (the church will assist in receiving the training)
- Able to lift 50lbs.
- Team player—able to be flexible depending on the needs of church activities and worship.

- Willing to submit to Sinking Spring Presbyterian Church's background check, Child Protection Online Training (provided), and Child Protection Policy (A copy of the Child Protection Policy will be provided to potential candidates for the position at the time of their interview.)

### **Personal Qualities**

This position requires an individual who feels comfortable working with infants and toddlers and communicating with their parents. This person needs to understand the importance of confidentiality and security and practice it. This person needs to have excellent listening skills and possess effective communication skills. This person needs to work compassionately and effectively with children, families, the Christian Education Team, and the Church staff.

### **Terms of Employment**

The church nursery worker is a part-time position. The position is compensated on an hourly basis at \$20.00 per hour and is paid monthly on the 15<sup>th</sup> of each month. Hours are from 9:30am to 12:30pm each Sunday, with prior notice an additional hour could be required periodically in support of special occasions / events. Health and pension benefits are not provided. Vacation is 4 Sundays off per year, to be scheduled in advance in consultation with the Pastor (Head of Staff). Holidays are listed in the Personnel Policy Guidelines, however, if a holiday falls on a Sunday the worship service supersedes the holiday, and the nursery worker is expected to be present. The nursery worker is expected to be present for Christmas Eve, Holy Week Services, and Easter Services, without exception.

Proof of COVID-19 vaccination is required for employment. Full vaccination is a requirement for employment.

### **Accountability**

The position reports to, and is accountable to, the Pastor as Head of Staff and the Session through the Personnel Team. Week-to-week supervision and direction for all aspects of the position description is provided by the Pastor and the Christian Education Team. An annual review will be done by the Christian Education Team in conjunction with the Personnel Team. The Personnel Team shall also annually review the adequacy of compensation.

All interested persons who are at least 18 or older are invited to apply in the church office at 276-628-3361, Monday-Thursday, 9:00-3:30, Sinking Spring Presbyterian Church, 136 East Main Street, Abingdon, VA 24210.