



Sunday Morning Nursery Caregiver

Position Title: Sunday Morning Nursery Caregiver- Infant to 5 years old

Reports to: Director of Children and Family Ministry

Importance of Position

When infants and children are baptized, we as a church make a promise to provide, nurture, and care for the child and the parents raising the child. The nursery is often one of the first experiences and opportunities to live out that promise. As children develop, physically, spiritually, and mentally, a sense of love and care is essential to a healthy view of religion and faith. Nursery caregivers are crucial in the development of a child's growth.

Responsibilities and Duties

- Greet and receive directions from parents and guardians as children are dropped off.
- Provide a welcoming, safe, and friendly environment for children.
- Direct and oversee age-appropriate activities for children, including reading books, playing games, make-believe, and ensuring hand-washing and clean up time.
- Responsible for diaper-changing and proper cleaning and disinfecting of toys.
- Model appropriate behaviors for children and encourage listening, love, and sharing.
- Oversee check-in and check-out procedures with parents.
- Oversee snack, Bible story, craft, and play time.
- Learn children and parent's names and develop a secure relationship with both.
- Keep accurate records of your hours and keep the Director apprised of supply needs, safety equipment, and toy removal and replacement needs.
- Follows all policies and procedures of the nursery employee handbook.
- Follows proper discipline guidelines as outlined by Director of Children's Ministry.
- Participates in meetings and trainings as required.

Commitment Required

Nursery caregivers are scheduled a minimum of two Sundays a month from 8:15 a.m. to 12:15 p.m. Caregivers also have the possibility of a few additional hours during Sunday evenings and week nights, depending on church needs. Caregivers are part-time employees of Maumee United Methodist Church. Other than Sunday morning scheduled hours, Caregivers must arrive 15 minutes before the start of each scheduled event and are expected to stay until all children have been picked up and the classroom has been cleaned. Additional positions available for one and a half hours on Sunday mornings.

Qualifications/Skills needed

- Must be 18 years of age or older.
- Must have documented experience with childcare, parenting, and/or education of children.
- Must have an active faith life and be involved in personal faith development.
- Must exhibit a positive attitude, caring nature, patience, and hospitality
- Ability to enforce policies and procedures.
- Must be mature, responsible, reliable, and flexible.

Available Training

- Maumee United Methodist Church will conduct a criminal background check on all staff and volunteers who work with children.
- All employees and volunteers are also required to attend a Safe Sanctuary and Policies and Procedures Training Session prior to employment or volunteering.
- Nursery caregivers must attend regular meetings/trainings (no more than once/quarter).
- CPR and First Aid certifications are highly desirable.

Compensation

- Pay is \$10.00 per hour.

Application Process

- Please send completed application to Maumee United Methodist Church, 405 Sackett Street, Maumee, OH 43537, marked ATTENTION: Nursery Director or email completed application and any additional documents to coutsb21@yahoo.com.
- Applications can be picked up in the Maumee United Methodist Office.
- Resume encouraged, but not required.
- Please include all prior positions working with children and relevant skills.
- Please include three references with full contact information.
- Please call Maumee United Methodist Church with any questions (419-893-8761).