

# Job Description

## **Nursery Worker, Pittsboro Presbyterian Church**

Reports to: Chair of Christian Education Committee or person as appointed by the Christian Education Committee

Effective: April 28, 2019

Status: Part-time, per contract hour

FSLA: Non-exempt

The mission of the nursery worker is to provide loving, nurturing, safe care and supervision to our youngest members and visitors.

### **Essential Functions:**

- Provides nursery care in the church nursery during the 11:00AM worship service
- Actively engages in play with children attending the nursery
- Actively supervises all children attending the nursery
- Maintains a safe environment for nursery children to play
- Ensures the nursery space is clean and organized
- Complies with the PPC sexual misconduct policy
- Communicates with Chair of Christian Education Committee about supply needs or staffing needs
- Communicates with parents of nursery children
- Represents PPC with enthusiasm, proper dress, and good manners.

### **Other Responsibilities:**

- Ensures that toys are cleaned monthly, as scheduled, and records dates on the nursery checklist
- Periodically examines toys to determine whether or not they are safe and functional
- Periodically provide nursery care for special church events or worship services, with compensation equal to Sunday morning hourly rate

### **Minimum Qualifications:**

- Experience providing child care
- Ability to work with church volunteers and parents
- Infant/Child CPR and First Aid training within first 60 days of employment
- Clean criminal background check
- Receive Dark to Light child protection training (or equivalent training)

### **Physical Requirements:**

- Ability to engage in active play with children ages 5 and younger
- Ability to lift a baby or toddler

### **Core Competencies:**

**Childcare Skills:** Demonstrates knowledge of appropriate ways to interact with children of different ages and developmental stages; shows understanding of developmentally appropriate discipline methods; understands how to organize space and activities to ensure safety.

**Focused on Task:** Focuses primarily on childcare; is not distracted by outside forces; prioritizes tasks.

**Initiative:** Enjoys working hard; is action oriented and energetic about worthwhile activities; not fearful of taking calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others.

**Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values and beliefs of the congregation; can demonstrate those values to others; consistently demonstrates those values to the children in nursery care.

**Interpersonal Skills:** Establishes good working relationships with others who are relevant to the completion of work; demonstrates the skills of actively listening and openly accepts criticism; builds appropriate rapport with children and parents; holds children accountable in a spirit of love; engages people positively

**Informing Others:** Provides the information parents and children need to ensure quality childcare; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.

**Verbal Communication:** Is able to communicate clearly to children and parents; demonstrates communication styles appropriate to the audience; is direct and firm but loving in communication

**Compassion and Care:** Exudes a natural sense of care for the well-being of others, especially children; responds with empathy to children and their parents; demonstrates appropriate and well-defined expressions of care; demonstrates appropriate and bounded expressions of care.

**Ethics and Values:** Honors the core beliefs of the organization in his/her choice of behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations

**Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest, and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; respond to situations with constancy and reliability.

**Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follow up on missing or out of balance items; keeps the larger picture in mind while tending to the smallest of details

**Aesthetic Awareness:** Demonstrates a natural awareness about the effective organization of space for different purposes; possesses a natural orientation towards cleanliness and orderliness of space

**Decision Making and Problem Solving:** Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes, and implied solutions; decides in a timely manner uses experience and judgment.

**Helping Orientation:** Demonstrates concern for and attends to the needs of children and their parents; projects a sense of empathy and understanding when dealing with children and their parents; is able and willing to supply answers and resources that others find satisfying.