



Main Street United Methodist Church
202 North Main Street
Suffolk, VA 23434
757-539-8751

Nursery Worker

Job Description- October 2022

Spirituality

The Nursery Worker must profess Jesus Christ as Lord and Savior and be actively involved in a local church.

Qualifications

At least 18 years of age
Criminal/sexual background check
Trained in child CPR and first aid
Have current TB screening
High School Diploma
Computer Literate

Accountability

The Nursery Worker is responsible to the Staff-Parrish Relations Committee with accountability to the Director of Discipleship Ministries and the senior pastor.

Function

The Nursery Worker will provide child care in the church nursery for the children, infant to three years old, of the adults who are attending worship services. (May also provide child care for other functions of the church.) The Nursery Worker is a part time position.

Responsibilities

- Be in the nursery at 8:15 to greet the children before the 8:30 am service and remain in the nursery until the last child leaves after the 11:00 am service (approx. 12:15).
- Prepare beds with clean sheets before each service and remove the sheets after the service and put them in the appropriate hamper.
- Greet parents and children at the nursery door warmly and in a helpful, friendly manner.
- Express genuine concern for the well-being of the children.
- Display an accommodating attitude and make every effort to mitigate any anxiety of the adult's concerning leaving the children in the care of the nursery worker.
- Place the children's items in a designated area and label all unlabeled items before the adult bringing the child leaves.
- Straighten the nursery area after the children leave.
- Put riding toys under the cribs and small toys in the appropriate boxes.

- If the Nursery Worker is unable to perform their duties he/she must contact the Director of Discipleship Ministries immediately.
- Attend and participate in an Annual Staff Evaluation
- There shall be at least two adults, over the age of 18, in the nursery at all times while children are being cared for.
- It is the responsibility of the attendants to:
 - To log each child into the nursery log when arriving and log out when picked up by parent or guardian. Make sure each child is signed out of the nursery by a parent or guardian.
 - Make sure only children between the ages of newborn up to three years old ONLY are in the nursery.
 - Provide all basic needs and tend to the safety of each child while in the nursery care
 - Should a child become ill, need attention outside of the staff's abilities or should the staff be concerned in any way, they should immediately notify the child's parent or guardian, as well as notify the Director of Discipleship Ministries of the concern.

Updated October 2022

Employee Signature: _____

Director of Discipleship Ministries: _____

Pastor Signature: _____

SPRC Signature: _____

Date: _____