

Lakewood United Church of Christ
Nursery Caregiver
Job Description

Mission: Provide welcoming and loving care for children ages 0-3 during LUCC worship and other events in a safe, clean, and age-appropriate environment.

Hours and Compensation

Sundays: 9:15 – 11:30 am at \$40/day

Holidays/Special Services (Christmas Eve and Easter): \$25.00/hour with two hour minimum (\$50/day)

The nursery attendant may occasionally be asked to cover additional hours on Sundays or at other times. Additional hours (excluding holidays) will be compensated at \$17.50/hour, with a two hour minimum per day.

There is no paid vacation or sick leave. The nursery attendant is responsible for communicating all absences and/or tardiness (planned or emergency) to the Associate Pastor with as much advance notice as possible.

In the event that the nursery attendant is not needed for a scheduled two-hour shift (e.g., the worship service is cancelled due to weather), the nursery attendant will receive the regular rate for that day.

Responsibilities:

- *Before parents/guardians and children arrive ensure that:*
 - toys are clean and in order
 - supplies and attendance forms are available
 - appropriate music is being played
 - room has been checked for safety risks
 - room temperature has been adjusted as needed

- *When parents/guardians and children arrive:*
 - ask parent/guardian to sign-in child(ren) and provide a phone number

- instruct parent/guardian that (s)he will receive a text message in the event that (s)he needs to return to the nursery
- inform parent/guardian that nursery staff does not change diapers
- *While providing care for children:*
 - be attentive to needs of children
 - rotate toys as needed
 - contact parent/guardian if needed
 - ensure that parent signs out child(ren) at pick-up
- *After parents/guardians and children leave:*
 - wipe down surfaces of toys/equipment used by children
 - inventory supplies (kleenex, paper towels and disinfectant wipes) and notify Associate Pastor when more supplies are needed.
 - inventory toys and equipment and notify Associate Pastor of items in disrepair and/or recommend new items for purchase.
 - inventory attendance forms and notify Associate Pastor when more forms are needed.
- *Ongoing*
 - attend all required trainings
 - maintain accurate record of hours worked and submit to Associate Pastor on the last Sunday of the month
 - work with Associate Pastor in the planning and implementation of policies, practices, and programming.
- *If no children are in attendance in the nursery, it is understood that the nursery attendant will offer his/her services for any of the following:*
 - supporting the Sunday School program
 - cleaning nursery toys/equipment
 - updating the nursery bulletin board