

Job Description
Nursery Assistant
John Calvin Presbyterian Church Florence, SC

Purpose: The purpose of the Nursery Assistant is to provide dependable, safe, secure, and nurturing care to children ages 0-5 while at church during church school and Sunday morning worship.

This is a 1.5-3 hour/week part-time job.

Primary Responsibilities: The primary responsibilities of the Nursery Assistant are to provide a welcoming and safe space for all children while at church, to assist the Nursery Attendant with all activities, and to support the ministry of John Calvin Presbyterian Church.

Accountability: The Nursery Assistant reports directly to the Nursery Attendant for daily direction. The Pastor and the Personnel Committee will provide support, guidance, and evaluation. The Personnel Committee and the Pastor have oversight of the specific job responsibilities, objectives, and work of the Nursery Assistant. These are subject to change as necessary with Session approval.

Expectations & Proficiencies:

- Experience in caring for children between the ages of 0-5 with the ability to adapt and interact with a variety of personalities.
- At least 18 years of age.
- Infant and child CPR and basic first-aid certification
- Ability to lift up to 30 pounds.
- Outgoing personality and ability to work well with children
- Nurturing, caring and patient nature
- Satisfactory completion of background check.
- Adherence to JCPC Child Protection Policy Guidelines

Duties:

- Provide age -appropriate care which includes feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding, or sitting with and cheerfully interacting with children through games, stories, play and prayer.

- Help to maintain a clean, well-organized, and welcoming nursery. Ensure that the nursery is a place of joy, play, and friendship. Note and address individual children's special needs with care.
- Be sensitive and responsive to parents and maintain good communication with them.
- Arrive 15 minutes prior to the worship service. You may have the option to work other church events (i.e. Ash Wednesday, Christmas Eve, Vacation Bible School, etc.). The opportunity for extra work will be announced several weeks in advance.
- In the event of an emergency with a child, notify the parent via cell phone.
- Stay until each child is secured with a responsible adult named on the sign in sheet and room is cleaned.
- Read and follow the JCPC Nursery Policy.
- Notify the Nursery Attendant as soon as possible before a Sunday absence.