Evangelical Reformed Church UCC Position Description

Position: Nursery Assistant

Description

ERUCC is seeking a nursery assistant to be the lead staff in the nursery 2 Sundays a month. Our nursery assistant provides a safe and caring environment for the infants and children entrusted to their care on rotating Sunday mornings from 9am to Noon. The Nursery Assistant must be age 18 or older, have previous experience in working with infants and children, and agree to have criminal background check screening. The physical stamina to interact with toddlers and a commitment to follow ERUCC's Safe Church Policies for working with children and youth are essential requirements of the position. This position is a mandated reporter under Maryland Law.

Employment Classification

The Nursery Assistant is a salary employee.

Compensation

The Nursery Assistant receives $25 per hour.

Health Insurance and Retirement Benefits

The Nursery Assistant position does not include health or retirement benefits.

Reporting

The Nursery Assistant shall be supervised by the Nursery Attendant and together report to the Associate Pastor of Faith Formation and Parish Life.

Training

Training will be offered in Safe Church policies, child abuse recognition and reporting, and emergency procedures. First aid/CPR will be taught or reimbursed for training taken while in employment.

(See Back Side for More)

Duties and Responsibilities:

The Nursery Assistant will be present from 9am until Noon on all Sundays they are scheduled to work. The Associate Pastor should be notified as soon as possible if the Assistant cannot be present on a given Sunday. A volunteer will also be present to assist. Safe Church policies should be followed at all times. The Sunday morning procedure is as follows:

- Prepare the room by ensuring that the room is inviting and safe for the children.
- Build relationships with families as you follow check-in procedure.
- Obtain important information about the child's allergies and specific needs or notable behaviors for new-to-you families.
- Verify that each child's ID sticker is on and remains on their person.
- Be attentive to the needs of the children in your care, treating them with respect and love.
- Prepare to facilitate 5-10 minutes of engagement that can include Bible songs and stories, a simple craft, puzzle or finger play that meets the age and child development Supplies are provided by the church.
- Provide snacks, typically between 10:45 – 11:15 E.g. Water, juice, goldfish, animal crackers.
- Use a new changing pad for each diaper change and wash your hands or use disinfectants after each change. Plastic bags are located in the changing table for disposal of soiled diapers.
- Notify parents, supervisor, and Associate Pastor of any head injuries that day.
- Communicate with Associate Pastor when any new families use the nursery.
- Ensure that only the designated adult, as specified when the child was brought to the nursey, may pick up the child and complete check out procedure.
- After all children have been picked up, tidy up the room, storing snacks, toys etc. where they belong, sanitizing/disinfecting as needed, turn off the lights and close the door.
- Share concerns about equipment with the Associate Pastor.
- Track inventory for snacks, diapers, toys, cleaning supplies and communicated needs to your supervisor in a timely manner.

To Apply

Email erucc@erucc.org to apply and provide a resume and 2 references. We will contact your references for anyone asked for an interview.

Email Pastor Kirstin, ksrhoads@erucc.org, with any questions.