

JOB DESCRIPTION OF NURSERY CAREGIVER

Title: Nursery Caregiver (Paid Staff)

Importance of Position: Each time an infant or child is baptized at UPC, the congregation makes a promise to provide nurture and care for the child and the parents. And when families with young children visit UPC, the nursery is often one of their first experiences. Thus, childcare at UPC is of critical importance, and UPC seeks to maintain a staff of highly qualified caregivers. Nursery Caregivers help the congregation provide Christian nurture and pastoral care. They create a welcoming atmosphere for both children and parents and provide safe & stimulating hands-on care for children. Additionally, caregivers provide a sense of trust for the parents while they are attending other church activities and events.

Responsibilities & Duties: At all times, two adults will be present in the nursery classrooms to provide nurture and care. The Nursery Caregivers will set-up the childcare space prior to the children's arrival, welcome children and parents, assist with sign-in and pagers (if used), pay attention to any specific concerns or needs the parent shares, and provide structure for playtime, snacks, & rest (as needed). This may include learning the names of the children and parents, reading books, singing songs, playing games, assisting children with hand-washing & eating snacks, changing diapers, holding, rocking, and supporting the safety of the classroom through behavior management. It is the Nursery Caregiver's responsibility to be sure that *all* children are cared for in an appropriate manner and to seek assistance from staff or parents, as needed.

It is also the full responsibility of the Nursery Caregiver to try and find a substitute caregiver in the event she/he is unable to come to work. Substitutes must come from a list provided by the Children's Ministry Team. Whether or not a substitute is found, the Nursery Caregiver must provide notice to Childcare Coordinator or the Director of Christian Formation, as soon as possible, but no later than 2 hours before the scheduled event. If you are unable to reach this person, notice should be provided to the Chair of the Children's Ministry Team or to one of the pastors at UPC.

Time Required: Nursery Caregivers will be scheduled for weekly events and on an as-needed basis. All Nursery Caregivers are part-time and may help play a role in determining the number of hours they work. Caregivers are expected to be present approximately 15 minutes before the scheduled event and should stay until all the children in their care have been picked up by their parents and the classroom is picked up.

Skills needed/to be developed: A love of children, behavior management skills, and the gifts of hospitality, patience, kindness, and joy. Caregivers should also *desire* to provide care to the children and should consider the children in their care their number one priority while working. Some experience with parenting, childcare, and/or teaching infants/toddlers is necessary. Experience with older children is a plus!

Training Required: According to Policies of the Session, UPC will conduct a criminal background check on all staff and volunteers working with children and/or youth. Staff must also complete a one hour Safeguard training about preventing and reporting child abuse as

well as an orientation/training session at the beginning of each year and additional continuing education in-services, as needed and/or as requested by the Children's Ministry Team.

Support and Relationship to Staff and Church: Nursery Caregivers will report directly to Childcare Coordinator with supervision also received from Director of Christian Formation, and will receive training and support from the Children's Ministry Team of the Session, and occasionally from the Staff Oversight Ministry Team of the Session.

Number of Paid Caregivers Needed: At any time, at least five caregivers should be on the list of trained and available nursery staff. As of September 2009: 4 Caregivers will be scheduled every Sunday morning, 9:15 a.m.-12:30 p.m. except when Sunday school is not offered; 2 Caregivers will be scheduled for the Children's Ministry Team meetings. At least 2 Caregivers will be scheduled for monthly Parents Night Out. Other dates, times, and number of caregivers needed is to be determined on an as needed basis.

Compensation: Subject to change: Currently in 2012 the pay is \$13.00/hour, minimum of \$26/event unless the Caregiver works less than two hours *for personal reasons*. On noted occasions, a premium rate of \$18/hour is paid to scheduled Caregivers. These opportunities are noted on the schedule and must be signed off by Childcare Coordinator or Director Christian Formation on timecard to receive premium rate.