WESTSIDE UNITARIAN UNIVERSALIST CHURCH
Nursery Staff Job Description
8/2017

TITLE: Lead Nursery Care Provider

REPORTS TO: Director of Religious Education

PRIMARY ACCOUNTABILITIES: Care for and engage children entrusted by parents to the Westside Nursery during Sunday Services and Adult RE Classes, and on other occasions as required.

DUTIES & RESPONSIBILITIES: Engage children in play and offer creative, constructive activities for a small group of children in the age range of infants to toddlers. Maintain safe space for children at all times. Take toddlers to playground for outside time. Collaborate with Nursery Assistant or Nursery Volunteer. Communicate with parents; oversee the signing in/out of children in care. Change children's diapers as needed. Clean and straighten nursery and sanitize toys each Sunday before leaving. Document all hours worked and turn into DRE for payment.

SCHEDULE: 10:45 PM to 1:15 PM each Sunday as scheduled, with extended hours as required when Adult RE Classes are scheduled to extend longer than 1:15.

Sunday Hours Breakdown:
1. 10:45-1:15   2.5
2. 10:45-1:15   2.5
3. 10:45-12:15   1.5 (Potluck)
4. 10:45-1:15   2.5
5. (10:45-1:15   2.5)

REQUIREMENTS:

- High School diploma or equivalent
- Be 18 years of age or older
- Experience in an early child care setting and caring for children ages 0-3 years
- Able to pass background screening for criminal convictions for physical or sexual abuse or crimes involving children.
- CPR training/certification for infants and children, or be willing to complete a CPR course at employer's expense.

PAY RATE: $10 per hour.

STATUS: Non Exempt

Westside's Nursery Care Provider is a consistent presence in the lives of children in his or her care. For this reason, we ask the Nursery Care Provider to be present every Sunday.

The Nursery Care Provider conveys a sense of hospitality to our little ones and parents. As people arrive for worship (10:45-11:00), the Nursery Worker greets parents warmly and assures that parents sign their child(ren) in on the Sign-in Sheet. As babies and toddlers come into the room, the Nursery Care Provider will actively engage them. This means holding infants, getting onto the floor with toddlers, etc. Engaging the little ones during drop-off will make it easier for parents to leave the nursery without a fuss.

During meeting for worship (11:00-11:45), coffee time (11:45-12:15) and Adult RE Classes (12:15-1:15), the Nursery Worker will continue to provide active, loving and patient care for babies and toddlers. As needed, she or he will change diapers (making use of supplies from the appropriate diaper bag when supplies have been provided). Some toddlers may be potty-trained, or need a reminder to visit the toilet during their time in the nursery. The Nursery Care Provider will also provide snacks, and assistant otherwise care for the physical needs of the little ones.

Each Sunday, the Nursery Care Provider will work with a Nursery Assistant. The assistant provides a second pair of hands, to keep all children actively engaged. This is especially important when the nursery is full and when there are newborns AND toddlers in the nursery together.

The Nursery Care Provider will communicate with each parent at pickup after the service or Adult RE. Parents appreciate updates about feedings, diapers, and other events of note. Little ones will only be released to the parent who signed the child into the nursery. When the children have been returned to their parents, the Nursery Care Provider is expected to clean toys and surface areas. S/he will also verify the inventory of all cleaning and diaper supplies and snacks.

If there are no children who show up for nursery care, the Nursery Care Provider worker can help with the other classrooms, assist the DRE in any current projects if needed, or work on the nursery (extra deep cleaning, inventory, organization, preparing materials/projects for children of various ages while their parents are in Adult RE). The Nursery Care Provider reports all supply needs to the DRE on a regular basis.