

Ministry Description: Nursery Caregiver

Position Risk Assessment:	High (<i>Position Requires a Police Records Check</i>)
Term of Office:	One Year, renewable. Number of nursery Sundays are negotiable with the Nursery Coordinator
Supervision and Support:	Reports to: <u>the Nursery Coordinator</u> Staff liaison, if different from above: Committee/Board responsible for this ministry: <u>Christian Education Committee</u>
Purpose of the position:	To assist and follow the direction of the Nursery Coordinator and to welcome, nurture, and help develop a comfortable, safe, and predictable community for children attending the nursery where God's love is experienced.
Population(s) served:	children ages birth to 4 years of age and their families
Duties & Responsibilities:	<u>Core Duties</u> <ul style="list-style-type: none">• arrive 15 minutes before the service begins and wear your name tag• greet parents & children in a friendly manner• if unfamiliar with a child, review registration form or speak to the nursery coordinator, so you are aware of any special needs the child may have• care for and comfort all children in the nursery not giving your primary attention to just one or a few children• if you cannot fulfill your scheduled duties, it is your responsibility to find a screened substitute and advise the Nursery Coordinator of the switch or vacancy• Other duties as are mutually agreed upon <u>Communicate with:</u> <ul style="list-style-type: none">• others on the nursery team. Meet as needed to assess the work and address concerns• attend nursery meetings and training, as required• Nursery Coordinator. Keep him/her informed of any concerns.• parents of the infants
Skills, Experience and Qualities Required:	<ul style="list-style-type: none">• enjoys working with babies and toddler age children• an ability to communicate and work with the Nursery Coordinator, other volunteers and parents• dependable and trustworthy
Support, Supervision, and Evaluation:	<ul style="list-style-type: none">• under the direct supervision of the Nursery Coordinator• it is expected that you will attend a training session once a year• the Nursery Coordinator will do an annual performance review
Qualifications needed:	Baby Sitting and/or First Aid Certificates, are assets
Limits of the position:	<ul style="list-style-type: none">• activities are only to be carried out in a predetermined nursery setting. It is a non-smoking environment.• serve within the Guidelines for the ministry• Nursery Caregivers and Assistants will never be alone with infants or young children
Terms of work/service:	1.5 hours per week. (One half hour of preparation and one hour of class time.) A year round position

Training provided:

Check all that apply

- ✓ Position-specific training (pre-requisite)
 - ✓ “On the job” training, once annually
 - ✓ Diocesan Sexual Misconduct training
 - Other: *specify*
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Position Risk Assessment:

- Low ○ Medium ✓ High

Benefits & Opportunities:

- Of most significant benefit is providing a safe, caring environment for the youngest members of the parish
- The opportunity to build warm and close relationships with the families of infants and young children
- Develop friendships with other nursery volunteers
- For High School age volunteers, the ability to log volunteer hours that can be used toward your graduation diploma requirements

Record Keeping: Provide a copy of this position description to the applicant. Place a copy in the applicant's file in a locked filing cabinet. Record the completion of this step on the applicant's Screening Checklist Form.