

## 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"><li>• arrive 15 minutes before the service begins and wear your name tag</li><li>• greet parents &amp; children in a friendly manner</li><li>• 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</li><li>• care for and comfort all children in the nursery not giving your primary attention to just one or a few children</li><li>• 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</li><li>• Other duties as are mutually agreed upon</li></ul> <u>Communicate with:</u> <ul style="list-style-type: none"><li>• others on the nursery team. Meet as needed to assess the work and address concerns</li><li>• attend nursery meetings and training, as required</li><li>• Nursery Coordinator. Keep him/her informed of any concerns.</li><li>• parents of the infants</li></ul>
Skills, Experience and Qualities Required:	<ul style="list-style-type: none"><li>• enjoys working with babies and toddler age children</li><li>• an ability to communicate and work with the Nursery Coordinator, other volunteers and parents</li><li>• dependable and trustworthy</li></ul>
Support, Supervision, and Evaluation:	<ul style="list-style-type: none"><li>• under the direct supervision of the Nursery Coordinator</li><li>• it is expected that you will attend a training session once a year</li><li>• the Nursery Coordinator will do an annual performance review</li></ul>
Qualifications needed:	Baby Sitting and/or First Aid Certificates, are assets
Limits of the position:	<ul style="list-style-type: none"><li>• activities are only to be carried out in a predetermined nursery setting. It is a non-smoking environment.</li><li>• serve within the Guidelines for the ministry</li><li>• Nursery Caregivers and Assistants will never be alone with infants or young children</li></ul>
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*
- 

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.*