

Flossmoor Community Church

NURSERY LEADER

Purpose:

To provide dependable, safe, secure, and nurturing care to children 0-2 years old during Church gatherings.

General Qualifications:

- Knowledge of the age-appropriate needs for children 0-2 years old.
- Ability to adapt and interact with a variety of personalities/characteristics common to children 0-2 years old.
- Ability to lift and carry children 0-2 years old for extended periods of time.
- Ability to bend, stoop, and kneel with children.
- Experience providing dependable, nurturing care to groups of children.
- Willing to respect the values of Flossmoor Community Church, especially welcoming all, cherishing diversity and honoring the dignity of every child.
- 18 years or older.
- Willing to submit to background check.

Hours and Compensation

- Every Sunday morning, 9:30 a.m. to approximately 11:30 a.m.
- Additional church functions throughout the year, if available.
- \$40 per Sunday, paid monthly.

Responsibilities:

Ensure the nursery is a place of welcome, joy, play and friendship.

- Establish rapport with parents/guardians.
- Orient new families to the Nursery and complete registration records.
- Warmly greet children by name when they arrive and throughout their stay.
- Communicate about and attend to the unique needs of each child.
- Engage children in organized nursery activities i.e., age-appropriate songs, stories, etc.
- Supervise the additional nursery worker to optimize care and play.

Maintain a safe, clean, well-organized nursery.

- Arrive on time to the nursery and stay until all children are secured with a parent/guardian.
- Abide by all Flossmoor Community Church Child Safety Guidelines
- Maintain nursery registration records and communicate special needs to nursery workers and Director of Children's Ministries.
- Follow all FCC hygiene protocols for handwashing, diaper changing, restroom use, etc.
- Clean and disinfect toys, tables, countertops each Sunday after all children have left.
- Ensure safety of the nursery environment, i.e., cleaning products and medications stored out of reach of children, outlet covers on electrical outlets, etc.
- Communicate needs for supplies, snacks, etc. to the Director of Children's Ministries.
- Other duties as assigned.

Accountability:

- Nursery leader will report to the Director of Children's Ministries (DCM). The DCM will conduct a performance review annually.
- Dependability is essential; tardiness and unscheduled absences may result in termination Of employment.
- Must be able to maintain confidentiality.
- Nursery leader is expected to work holidays that fall on a Sunday.
- Time off should be arranged with the Director of Children's Ministries with at least two weeks' notice for anticipated absences.