



## PRESBYTERIAN CHURCH OF CHATHAM TOWNSHIP

### Nursery Caregiver

### Position Description

**Position:** The primary function of the Nursery Caregiver is to direct, develop and lead the children from infancy through 3.5 years in the Nursery each Sunday morning. The Nursery Caregiver is responsible for all aspects related to the children in the nursery.

#### Responsibilities:

- Arrive promptly by 9:45 a.m. each Sunday. Hours are typically 9:45 a.m. to 11:30 a.m., September through July with some exceptions.
- Arrive on time on Special Sundays (such as Easter) and other holidays such as Christmas Eve that are agreed upon at the beginning of the church school year.
- Greet each child and parent and know all of the names of the children. Know the allergies and health conditions of each child.
- Responsible for having every parent sign his/her child(ren) in completely on sign-in form upon arrival. Ask parents to sign in with their cell phone number in case of emergency.
- Notify parents within a reasonable time (about 10 minutes) if a child cannot be consoled or if a child has signs of a cold or illness and should be removed from the Nursery.
- See that all personal items of the children are labeled.
- Remain professional at all times. Any discussion of materials, or other personal and confidential issues are to occur between the Caregiver and Director of Youth and Family Ministries and/or/church staff or Personnel Liaison.

#### Communications and Program Planning

- Provide physical and emotional care for the children, including changing soiled diapers.
- Document any injuries by completing a specified form and notifying parents and the Director of Youth and Family Ministries when injuries occur.
- Know basic emergency procedures for both fire and lockdown situations.
- Notify the Director of Youth and Family Ministries when materials are broken and need to be replaced. All items and materials are to be returned to their place each Sunday at the end of the shift.

#### Attendance Expectations

- Approximately 2 hours/week; 11 month position (September - July)
- Additional hours surrounding holidays and community events
- Check in with the Director of Youth & Family Ministries once per month

**Education:** Preferred classwork/training in child development and related fields. CPR, AED, and First Aid Training are mandatory.

**Experience:** Previous work with children in a variety of settings is preferred.

A background check is required of all Nursery Caregivers. Please also have a recent TB/Mantoux Test.

**Evaluation:** Performance reviews will be conducted annually by the Director of Youth & Family Ministries. An initial review will be conducted after the first 90 days of employment, which are considered probationary.

**Compensation:** A stipend of \$75 per Sunday to be paid biweekly. Additional compensation will be provided for holidays and special church events. (Email [pcctoffice@pcct-nj.org](mailto:pcctoffice@pcct-nj.org) verifying you were present in the nursery).

**Time Commitment and Benefits:** This position offers approximately two hours each week (additional hours during holidays and special church events). Health Care Benefits are not offered for this position.

*June 2025*