

# Covenant Presbyterian Church

## Noah's Corner Nursery Specialist

### General

The Job Description and Conditions of Employment for the position of Noah's Corner Nursery Specialist for Covenant Presbyterian Church in Springfield, OH, details the general and specific requirements for the position.

### Job Goal

To serve the church by working with the Christian Education Committee and adults who bring their infants – 3 year olds to Noah's Corner with safe, engaging, and nurturing nursery time.

Position: Program Staff; Exempt; Part-time

### Knowledge, Skills and Abilities

- A Christian with a strong, demonstrated commitment to following Jesus Christ who is enthusiastic, energetic, and creative in caring for our congregation's infants – 3 year olds.
- Experience in caring for children between the ages of birth to three (3) with the ability to adapt and interact with a variety of personalities.
- Heart for God.
- Dependable
- At least 18 years of age.
- Successful completion of training and background check.
- Must have good basic knowledge of first aid procedures.
- Current and valid certification in CPR for infants and children.
- Must adhere to Covenant Presbyterian Church Child & Youth Protection Policy.

Duties: The duties required of this position include but may not be limited to the following:

- Provide age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, holding, or sitting with and cheerfully interacting with children through games, bible stories, crafts, play and prayer.
- Be polite, friendly, and courteous and seek to develop good trusting relationships with all children, parents, and volunteers.
- Child care hours include every Sunday 9:30 a.m. to 12:00 p.m. and the following holidays and/or events: Palm Sunday, Easter Sunday, Christmas Eve (both services), Christmas Day (if on Sunday), Christmas Pageant, and Vacation Bible School. Additional opportunities may occur to work extra events and will be announced at least 2 weeks prior to the event.
- In the event of an emergency with a child notify the parent via cell phone.
- Stay until the children are secured with the adult named on the sign in sheet
- Prepare for other responsibilities from the Christian Education staff if there are no children when assigned.
- Cleaning
  - o Straighten the room and clean any toys used by children and table surfaces before leaving.
  - o All toys that have had contact with saliva will require special attention. A sanitizing solution will be available to use in the nursery.
- Report to the Christian Education Director any issues which are hindering the performance of your duties, or ideas to improve the service.
- Communicate in advance to the Christian Education Director:
  - o Planned absences with a two-week notice.
  - o Extenuating circumstances requiring an unplanned absence, call at least two hours prior to scheduled time to work.

Safety: All safety procedures must be followed.

- Follow all guidelines in the Covenant Presbyterian Church Child & Youth Protection Policy.
- Attend the annual Fire/AED Training.
- There will be an adult or youth volunteer from the congregation each week in order to comply with the Rule of 3 safety requirement. If for any reason a second adult or youth volunteer is not available, the children from Noah's Corner will join the 3-8 year old class for Sunday School time.
- Good hand washing and sanitation should always be used while changing diapers or in contact with body fluids. The changing table and supplies should be disinfected each time after use.
- A First-Aid kit will be supplied - must have good basic knowledge of first aid procedures.
- Current certification in child and infant CPR is required.
- No child shall be released to anyone but the adult on the sign in sheet. It is acceptable if more than one adult name is on the sheet.

Report to:

The Pastor, as Head of Staff, or designee, for monthly staff meeting time and issues of concern.

The Christian Education Director for supervision.

The Christian Education Director and Committee for coordination, planning, and budget purposes.

The Personnel Committee for performance appraisal and compensation matters.

Conditions of Employment:

Salary as approved by Session.

After the 90-day probationary period, vacation and sick time will be given according to the guidelines listed on in the HR Manual. There is no carry-over or reimbursement for unused - vacation time at the end of the calendar year. Time off is to be requested on the "Request for Time Off" Form, available in the church office, and submitted to the Pastor/Head of Staff.

Hours: Sunday is the primary workday. On Sunday, it is expected that you are in the building by 9:30 a.m. to prepare Noah's Corner for the children's arrival and be available by 10:00 a.m. in the Sanctuary Children's Prayology area to help guide their time until the Children's Message.

Time off may not be requested for the following holidays or events unless a personal or family emergency occurs: Palm Sunday, Easter Sunday, Christmas Eve (both services), Christmas Day (if on Sunday), Christmas Pageant, and Vacation Bible School.

The Noah's Corner Nursery Specialist will be responsible for arranging their replacement and providing their contact information to the Pastor/Head of Staff and Christian Education Director.

Submit expense reports, expenses, and invoices in a timely manner to the Christian Education Director according to established guidelines.

The Session of Covenant Presbyterian Church has the final determination in evaluating job performance and employment.