

# CALVARY PRESBYTERIAN CHURCH

## Job Description



Title	<b>Nursery Caregiver</b>		
Purpose	To provide a caring and safe environment to young children.		
Primary Supervisor	Christian Education Director (DCE)		
Evaluation: The Christian Education Director and Human Resources Committee with input from the Christian Education Committee to review job performance and adequacy of compensation annually.	Type of position: <input type="checkbox"/> Salary Full-time <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time	Requirements <ul style="list-style-type: none"> <li>• Required to have or obtain appropriate clearances</li> <li>• Must sign Calvary's Confidentiality Statement</li> </ul> <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	
<b>MAJOR RESPONSIBILITIES</b>			
<ul style="list-style-type: none"> <li>• Provide care to young children and babies in a church nursery setting</li> <li>• Work with volunteer assistant to encourage friendly play and other activities</li> <li>• Prepare snack and supervise clean-up</li> <li>• Assist children with hygienic needs and ensure steps are taken to reduce spread of germs</li> <li>• Manage infant needs, such as feeding bottles and changing diapers</li> <li>• Supervise drop-off and pick-up times and follow check-in procedures</li> <li>• Maintain cleanliness and safety of toys, change bedding, etc.</li> <li>• Perform first aid as needed</li> <li>• Meet regularly with DCE</li> </ul>			
<b>SPECIFICATIONS</b>			
<ul style="list-style-type: none"> <li>• Experience working with young children and babies in childcare situation</li> <li>• Training in first aid and CPR</li> <li>• Clear and effective communication skills</li> <li>• Ability to work efficiently and calmly in a typical childcare environment</li> <li>• Excellent organizational skills</li> <li>• Available Sunday mornings and other church service days</li> <li>• Associate's degree or higher in childcare/education preferred</li> </ul>			
EMPLOYEE SIGNATURE		Date	
APPROVED BY	Session	Date	May 22, 2013
YEAR CREATED	2013		
YEAR HIRED			