

Heritage Presbyterian Church Nursery Caregiver Job Description

Objective: To provide dependable, safe, secure, and nurturing care environment for the children of our church (typically ages 0-4) during church-sponsored activities on Sunday mornings.

Responsibilities¹:

1. Care and Supervision
 - Adhere to all standards of care set forth in the HPC Child Protection Policy and ensure that volunteers are also in compliance.
 - Provide age-appropriate care, including: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding or sitting with and cheerfully interacting with children through games, stories, and play in a Christian environment.
 - Be polite, friendly, and courteous to all children, parents, and volunteers.
2. Cleaning and Maintenance of Equipment and Facilities
 - Straighten the room and clean toys as needed. Any toys that have had contact with saliva require sanitizing. Any used linens should be placed in bin.
 - Rotate toys as needed and dispose of toys in disrepair.
3. Supplies
 - Initiate requests for needed supplies in writing to Pastor/Head of Staff. Maintain reasonable inventory of materials.
4. Hours and Leave
 - Typical hours are 3-4 hours on Sunday mornings (start time between 8:30 and 9:30 am depending on worship schedule), including holidays. Any change in the schedule will be communicated as far in advance as possible.
 - Caregiver is expected to arrive 15 minutes prior to first scheduled activity and remain until the last child has been picked up and the room has been straightened.
 - This position also includes care for Christmas Eve. Additional hours for other special worship services and other events will be offered first to the nursery caregiver.
 - Any leave (unpaid) should be communicated in the following manner:
 - o Planned (up to 3 Sundays annually): minimum 2 weeks advance notice, using Request for Leave form, submitted to Pastor/Head of Staff or Chair of Personnel. Leave may not be granted for certain Sundays such as: Easter, Mother's Day, or Christmas Eve.
 - o Unplanned: At least two hours prior to the shift, via text or phone call to the Pastor/Head of Staff and Chair of Personnel so that appropriate coverage can be found.

Job Requirements

- Previous childcare or teaching experience, ideally in a professional capacity.
- Must be able to play with children on floor and lift children (up to 35 lbs) onto changing table.
- Current CPR/First Aid Certification
- Completion of Criminal Background Check prior to hire.

Accountability

This position reports to the Pastor as Head of Staff and Chair of Personnel as Human Resources.

A performance review will be conducted annually for all staff by the Personnel Committee and reported to the Session.

To Apply:

Please send resume, including references, to Rev. Elizabeth Lovell Milford at Heritage Presbyterian Church via mail: 5323 Bells Ferry Road, Acworth, GA, 30189, or e-mail: pastor@heritagepres.com.

Applications received on or before August 17 will be given first consideration.

¹ Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member. Termination may occur for failure to carry out job duties as described above or failure to comply with the "HPC Child Protection Policy".