

Nursery Assistant /Caregiver
Shepherd of the Valley Lutheran Church
Job Description

Status: Part time; hourly

Reports to: Children, Youth & Family Administrator

Accountable to: Learn Pastor, Executive Leadership Team, Church Council

There is not a guaranteed minimum or maximum number of working hours. All hours covered based on team scheduling and rotation.

Our Vision: Shepherd of the Valley (SOTV) invites all people to experience the Welcome, Transformation, and Sending of Jesus Christ.

Our Mission: In community, we discover, grow, and live into our individual relationships with Jesus Christ. Four core ministries support this mission: Worship, Learn, Connect, and Care.

Purpose: SOTV will be a community of invitation and welcome so that more people will experience Jesus. This role will seek to accomplish this initiative by providing a welcoming, nurturing, and safe environment for children and families.

Qualifications:

- Must be 16 years of age or older and have reliable transportation
- Demonstrated experience working with children ages infant –elementary
- Early childhood development training, preferred
- Working knowledge of basic first aid
- Excellent communication skills
- Demonstrated dependability
- Successful completion of applicable background and reference checks
- Ability to lift a minimum of 40 pounds repetitively

Expectations:

- Scheduling available to nursery hours which can include shifts for weekend Worship and programs; Weekday and evening programs, events, and/or worship opportunities (rotation in scheduling as available)
- Dress Code: Staff Shirts provided
- Compliance with nursery guidelines and requirements
- Comfortable working in a Christian, faith-based environment
- Reliable and accountable to schedule rotation and individual shifts
- Shift start is 15 minutes prior to nursery program start time

Responsibilities:

1. Care

- A. Welcome and greet all children and families
 - i. Aid in positive separation
- B. Provide quality care to all children in the nursery program
 - i. Actively interact/play with while supervising children
- C. Be attentive to children and needs at all times

2. Safety

- A. Arrive 15 minutes prior to scheduled nursery availability to check nursery for cleanliness, safety, and set-up

Shepherd of the Valley Lutheran Church reserves the right to review and revise any job description with out prior notification.

Revised July 2015

- B. Insure safety procedures are followed
 - i. Maintain adult/child ratios at all times as deemed appropriate by Children's Ministries guidelines. This may require calling for additional staffing or closing off nursery when maximum number is reached.
 - ii. Understand and follow proper check-in and check-out procedures
 - iii. Toy safety: check for broken toys and/or equipment daily. Remove and report to Children's Ministries Director for replacement
- C. Insure cleanliness of nursery at all times:
 - i. Regularly clean toys and equipment
 - ii. Immediately remove mouthed toys for cleaning when child is finished
 - iii. Clean toilet and diaper areas immediately after each use
 - iv. Monitor cleaning and diapering supplies for replacement
 - v. Keep toys in orderly fashion
 - vi. Nursery must be clean and locked before leaving
- D. Report of Injury
 - i. Follow appropriate first aide / safety procedures
 - ii. Report any / all injuries to parents and appropriate staff
 - iii. Complete Report of injury documentation(s)

3. Communication

- A. Attend scheduling meetings or report schedule availability to superintendent
- B. Report attendance or scheduling needs to your team and supervisor
- C. Timely completion of timecards and schedule requests