

**JOB DESCRIPTION – NURSERY/CHILD CARE WORKER-**  
**CHURCH OF THE HOLY SPIRIT 1/2021**

1. **REPORTING.** Nursery/Childcare Workers are paid on an hourly basis. She reports directly to the Director of Children’s Ministry. She is responsible for reporting her hours to the Church Administrator, Harold Jones, according to her schedule.
  
2. **RESPONSIBILITIES.**
  - a. **Sunday Hours:** The Nursery/Childcare Worker is expected to be present during Sunday worship, unless she has made other arrangements to have her work covered. She must arrive 30 minutes before worship begins and leave no sooner than 60 minutes after worship ends. These hours will be paid work time.
  - b. **Other Events:** The Nursery/Childcare Worker’s opportunity to work can include providing care for the adult courses that are offered at various times in the evening, including: Alpha, Network, Discovery, Contagious Christianity, Baptism Prep, etc. These events typically require care for children ages 0-11.
  - c. **Sexual Abuse Prevention Training (SAPT):** She is responsible to take the required Diocesan SAPT training before she begins work. Those hours of SAPT is paid time. She is also responsible to ensure that the Nursery is a safe environment for little ones in accordance with diocesan and church policy and procedures. Pay will not be disbursed for any worker until after the training has been completed.
  - d. **Nursery Environment:** The Nursery/Childcare Worker is responsible for ensuring that the spaces used by children under her care are safe and clean. Toys and other surfaces touched by children must be cleaned regularly. This is imperative, particularly as the spaces we use belong to others and concerning COVID. The Nursery/Childcare is responsible to see that all our equipment in the nursery and other spaces is properly set up, and taken care of and taken down, in a timely manner.
  
3. **JOB REVIEW AND EVALUATION.** The Nursery/Childcare Worker shall receive ongoing review and feedback of her performance throughout the year. The Children’s Ministry Director shall conduct her review.

\*Interested applicants should send a cover letter, resume, and three references to our Children’s Ministry Director and Assistant Rector at [debbie@holyspiritileesburg.org](mailto:debbie@holyspiritileesburg.org) and [robbie@holyspiritileesburg.org](mailto:robbie@holyspiritileesburg.org).