



## Grace Memorial Episcopal Church

### Nursery Worker Job Description

The members of our community, from youngest to oldest, are all essential to our life at Grace Memorial Episcopal Church. As a church, we seek to provide meaningful offerings for all members, including high quality childcare for the youngest among us. We are seeking a nursery worker to help us provide childcare for our families so that each member can fully participate in the life of our church. The position involves playing with and caring for infants and small children during our Sunday worship services throughout the year and at special events and community offerings. Join us in creating a church community that takes wonderful care of its families and especially its youngest members.

#### Requirements for the Position:

- 18 Years or Older
- Submit to a background check.
- Present the results of a current (within 1 year) Tuberculin test, and current immunizations, including COVID-19 vaccinations.
- Complete The Episcopal Church's "Safeguarding God's Children" training, and comply with all of the church's safeguarding policies.
- Complete and maintain current CPR training through the church, or provide certification credentials.

#### Responsibilities Include:

- Being present in the nursery on Sunday mornings from 8:45 AM to 11:45 AM and at other agreed upon times.
- Preparing the room for the arrival of children.
- Providing a safe, enjoyable, and healthy environment for children.
- Being polite, friendly, and courteous to all children, parents, and volunteers.
- Completing Nursery Registration Records for each child and maintaining awareness of any children's special needs.
- Striving to meet the emotional, social, physical, and cognitive needs of each child.
- Engaging children in organized activities while staying in nursery, i.e. age appropriate songs, stories, lessons, crafts, etc.
- Communicating needs for supplies, snacks, etc. to the nursery coordinator.
- Maintaining good handwashing/hand hygiene after diaper changes, and after assisting children with tissues for coughs, sneezes or runny noses.
- Notifying parents via text or cell phone call in the event of an emergency.
- Staying until all children are secured by a responsible adult named on the child's registration form.
- Straightening the room and cleaning any toys before leaving.
- Maintaining an atmosphere of courtesy and respect with co-workers.
- Other duties assigned from time to time.

Compensation is \$17 per hour. This position does not include health or pension benefits.

Please submit a letter of interest, resume, and references to the Rev. Liz Emblar-Beazley at [lembeaz@gracemem.org](mailto:lembeaz@gracemem.org).