**POSITION DESCRIPTION**

**Title:** Nursery & Children Caregiver

**Reports to:** Minister

**FLSA Status:** Nonexempt

**Hours and schedule:** Part-time, 9:30-12:30 on Sundays with other special events as needed

**Date created or revised:** May 30, 2021

#  Position Purpose

# Provide a safe, nurturing, welcoming and engaging environment for children while their parents or guardians are participating in church meetings, services, programs, or events.

#  Core Competencies

***Cooperation:*** Caregivers are expected to work cooperatively with each other and share duties equitably.

***Engagement:*** Organize and participate in age-appropriate activities with the children, such as games, roleplaying, reading and storytelling, songs and fingerplays, or simple crafts.

***Trust and Integrity:*** Is widely trusted to keep confidences, admit errors, and adhere to a transparent set of personal and professional values that are congruent with the ministry of the congregation.

***Conflict Management:*** Recognizes and resolves conflicts effectively, applying principles of active listening, collaboration, and equity.

***Communication:*** Communicate clearly and effectively with minister and AUUF Board, volunteers, supervised staff, as well as parents and congregation.

***Supervision:*** Ability to supervise others and maintain a space that is physically and emotionally safe for all children and caregivers.

#  Essential Functions

Open and set up the nursery (i.e. check for cleanliness, organize activity areas). Ensure the absence of any hazards.

Greet parents and children upon arrival, and particularly welcome first-time visitors, providing overview of nursery operation, and allowing parent to remain with the child until comfortable with the setting.

Ensure that parents sign children in and out of the nursery and that visitors complete nursery forms. Consult with parents regarding the child’s health history, allergies, and any other concerns regarding the child’s well-being while in the care of the nursery.

Ability to work with children and their families from diverse ages, abilities, races, ethnicities, sexes, sexualities, gender identities and expressions, family configurations, neurodiversities, theologies, and beliefs.

Engage children in supervised activities as designated by the Coordinator of Religious Exploration and Religious Exploration Committee.

# Ensure children are safe and in designated areas.

#  Qualifications

Prior experience caring for children in a group setting, or college degree in education, youth or family human services or similar major

Requires a clear background check

CPR and First Aid certification is recommended