

Nursery Childcare Leader

DERRY PRESBYTERIAN CHURCH Position Description

Title: Nursery Childcare Leader

Approved: May 17, 2023

Reports To: Christian Education Committee

FLSA Status: PT Non-Exempt,
Non-Benefits Eligible

GENERAL FUNCTION: To provide nurturing, loving care for the young children of Derry Presbyterian Church, and coordinate and schedule paid nursery staff and volunteers to assure adequate coverage.

BACKGROUND RELATED PREREQUISITES

- All employees are required to either produce current documentation or successfully pass the PA Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Criminal Record Check.
- Experience in caring for children in either a paid or volunteer position.

GENERAL RESPONSIBILITIES:

- Coordinate staffing schedules of the Derry children's nursery on Sunday mornings, Tuesday evenings and on special events requiring nursery childcare services among paid nursery childcare providers and volunteers.
- Oversee the Derry nursery staff and volunteers during hours when nursery services are being provided.
- Assure that the nursery physical space is clean, safe and stocked with supplies. Bring needs to the attention of the Christian Education Committee chair or designee.

PRIMARY SUNDAY ACTIVITIES:

- Build and maintain relationships with the young children brought to the nurseries of Derry Church.
- Communicate with the parents and/or guardians the activities, needs or concerns of their children.
- Co-teach or lead the Sunday school lesson for children ages 2-5.
- Remain responsive to the ever-changing needs of the children.
- Work cooperatively with the congregational volunteers and provide supervision and direction as needed .
- Communicate with the Christian Education Committee Chair or Nursery Coordinator, any needs, concerns, or changes in the Nursery.

SECONDARY SUNDAY ACTIVITIES:

- Greet each child at the door, assist in the parent's sign-in procedure.

- Check diapers at least once during the morning and change as needed. Follow current DHS diapering and potting regulations as posted. Wash hands after each diaper change or potty use.
- Keep the room in order with all toys put away and crumbs swept prior to leaving
- Sanitize toys, tables and other surfaces as needed.
- In the older Nursery Room, follow the Sunday schedule (9-10:15). When possible 4 and 5 year olds will come to the Nursery for Sunday School (music, lessons, craft, play and snacks.)
- During service, encourage the children to play interactively, read stories, color, and crafts.
- The Nursery Childcare Leader is accountable to the Christian Education Committee's Chair or Nursery Coordinator. The person will also work cooperatively with the congregational volunteers (adults and youth) and Christian Education Committee.

ADDITIONAL DAYS

Derry Church has the need for childcare services while its Tuesday evening programs are being held. At times Derry Church also may have activities and/programs where nursery services are requested. The Nursery Childcare Leader will coordinate and schedule staff and/or volunteer help, but will not be required to work them.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee will need to be able to sit on the floor with the children (at times for extended periods) or stand as needed. Employee will need to be able to lift 40 lbs.

EVALUATIONS:

The Nursery Childcare Leader's performance will be reviewed by the Pastor along with input by other stakeholders; (annually at minimum).

COMPENSATION INFORMATION:

The Nursery Childcare Leader will be responsible for submitting a biweekly pay voucher to the Financial Manager. Compensation will be paid in the form of a biweekly check. Direct deposit is encouraged. Pay range is \$20-\$25 per hour, depending upon experience.

The Nursery Childcare Leader will provide a minimum of two (2) weeks notice when unable to work on a given Sunday. Exceptions to this are: emergencies or illness.

OTHER DUTIES

This position description is not designed to cover or contain a comprehensive listing of duties, responsibilities, and activities that are required of the employee in this job. Duties, responsibilities, and activities may change at any time with or without notice.