

Immanuel Presbyterian Church

1125 Savile Lane, McLean, VA 22101

Position Description: **Nursery Care Provider**

Summary of Position: The Nursery Care Provider is responsible for the oversight and operation of Immanuel's nursery program on Sunday Mornings between the hours of 8:30 AM and 11:30 AM and occasional special church functions. Specific tasks per attached schedule. Being of friendly assistance to all members is to be considered a mission of the church.

Reports to: Director of Children's Ministry

Relates to: All IPC Pastoral & Lay Staff, Church Members and parents.

Specific Responsibilities:

Provide consistent nursery care on Sundays from approximately 8:30 AM to 11:30 AM.

Assist with childcare at other church functions as time and availability permit.

Work with Immanuel's Director of Children's Ministry to insure sufficient adult coverage on Sunday Mornings. Church policy requires that, when at all possible, two adults be present for child coverage.

Require all parents or guardians using the nursery to both sign in and sign out their children for each Sunday that they use the nursery.

Maintain an updated list of all children and parents who are using the nursery and ask any new users to fill out a "Church School Information Form" so proper follow-up may be conducted by the Director of Children's Ministry.

Either purchase snack materials (juice and crackers) for the nursery or submit needs to the Director of Children's Ministry. Purchase costs will be reimbursed. Distribute snacks to the children.

Monitor basic nursery supplies such as hand soap, wipes, disposable diapers, and any other materials needed to maintain the nursery. Either purchase or submit needs to the Director of Children's Ministry.

Each Sunday clean and disinfect any toys used by infants. Once a month clean and disinfect all toys used by toddlers.

See attached Schedule for more detailed responsibilities.

Pay Schedule: Hourly rate of \$20.00 or \$25.00 p/hr or minimum of 50.00 per event depending on responsibilities, paid on the 30th of each month.

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Specifications: English speaking.

Have received both Covid vaccines and any available boosters.

Wear a KN 95 or greater mask at all times with the children and always comply with church mask policy.

Be first aid and CPR/AED certified. (Church expense)

Undergo a background check. (Church expense)

Vacation: Not eligible.

Sick Time: Unpaid. Must call supervisor for absences.

Benefits: Not eligible

Performance Evaluation: Mid-year performance review by Director of Children's Ministry & Personnel liaison. Potential salary increases in January subject to church budget, Personnel Committee recommendation & Session approval.
