

ASCENSION LUTHERAN CHURCH  
POSITION DESCRIPTION

**Position Title:** Church Nursery Caregiver

**Reports To:** Youth Director

**Summary Position Responsibilities**

This position is 2-5 hours per week. This position provides dependable, safe, secure and nurturing care to the children, ages 0 through 4 years old in a clean environment while they are at church.

**Specific Duties and Responsibilities**

**Responsible for providing age-appropriate care which includes:**

- Feeding
- Changing diapers (Universal precautions should always be used while changing diapers or any kind of body fluids.)
- Escorting children to the bathroom
- Maintaining a safe environment
- Sitting with and cheerfully interacting with children through games, stories, play and prayer
- Reading faith- based books and playing faith-based songs provided
- Putting children down for naps
- Holding children if needed
- Staying until all children are secured with a responsible adult named on the child's registration form.
- In the event of an emergency notifying the parent via the communication system, cell phone or pager.
- Straightening the nursery room and clean any toys/beds before leaving the nursery.

**Expectations:**

- Be polite, courteous and friendly to all children, parents and volunteers.
- Arrive promptly for your scheduled shift. Generally, one caregiver will work 8:30-12:30, one caregiver will work 8:30-10:30, and one caregiver will work 10:30 to 12:30.
- You will be expected to work all Sundays even if they fall on a holiday unless otherwise discussed.
- You will be expected to work some other church events, for example: Easter, Christmas, Lenten services, Congregational Meetings, etc.
- Communicate in advance by phone to the Youth Director and Children Youth and Family Director:

- Any planned absences with an advance two-week notice (no more than 2 per year)
- Any unplanned absences at least two hours prior to the shift 9no more than two per year

Qualifications:

- Experience in caring for children between the ages of 0 to 4 with the ability to adapt and interact with a variety of personalities.
- Satisfactory completion of background check and drug screening  
Must present the results of a current Tuberculin and current immunizations
- Satisfactory completion of CPR training for infants and children
- Must adhere to Ascension Lutheran Church Safe Church Policy

I have read and received a copy of my job description. I understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

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Signature

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Date

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