

Glendale Presbyterian Church Job Description

Title: Nursery Worker
Rate of Pay: Negotiable – dependant upon schedule/availability
Reports to: Justin Evatt- Youth Pastor
Joshua Simmons – Children’s Ministry Director
Keith Andrews – GPC Pastor

Purpose: To provide quality Christ-honoring care for infants, toddlers, and young children in the church nursery and to perform other tasks as needed during worship, Bible studies, and other special church activities.

Duties and Responsibilities:

- The Nursery worker should arrive at church at least 15 minutes before worship or the activity begins to unlock doors and to greet arriving children.
- The Nursery worker is responsible to personally monitor children at all times when they are under her care.
- The Nursery worker is responsible to keep the nursery, play areas, and snack area clean and neat.
- Before leaving, the Nursery worker should make sure lights and TV are turned off and all trash placed in the outside cans.
- The building should be locked after church and other church activities.
- If it is necessary to be absent due to illness or emergency, the Nursery worker should call the Children’s Ministry Director, the pastor, or the church secretary to arrange for a substitute.
- Any nursery expenditures must be approved in advance by the Children’s Ministry Director.
- Receipts for approved expenditures must be turned in to the treasurer for reimbursement.
- The Nursery worker should be prepared to perform other nursery related activities as deemed appropriate by church leaders, deacons, or elders.

Knowledge, Skills, and Abilities:

- Knowledge of infant and preschool child care.
- Skill to operate TV/VCR/DVD player or other nursery equipment.
- Ability to establish and maintain harmonious relationships with parents, church members, and church leaders.

Credentials and Experience:

- No formal education required.
- Experience in child care or related fields of care.
- References may be required.
- Criminal background check will be required.