

**First Baptist Church of Universal City  
Job Description**

*Revised January 2019*

**TITLE: NURSERY STAFF WORKER**

**PRINCIPAL FUNCTION:** Even very young children can learn about God. Infants as young as four to six months old respond to happy times at church. By nine months, infants who've received loving care from parents and caregivers who talk to them regularly about God often begin associating God and Jesus with good feelings. Church becomes an attractive place where children want to go. The nursery supplies this environment by providing for the physical well-being of the children and laying the emotional and spiritual foundation for the remainder of their Christian education.

**PERSONAL CHARACTERISTICS:**

1. The worker will be a Christian.
2. The worker will be one who loves children and whose past experience would qualify her/him to perform required duties.
3. The nursery staff worker will be congenial and have a well-balanced outlook.
4. The nursery staff worker will be dependable and prompt.
5. The nursery staff worker will be at least 18 years of age and exhibit personal maturity.
6. The nursery staff worker will intentionally encourage and bless one another.
7. The nursery staff worker will work as a member of the team, for the good of those she/he serves.
8. The nursery staff worker should be a good role model for young children and their parents.

**SPECIFIC DUTIES:**

A. Nursery workers will adhere to the following guidelines:

1. Work schedules will be determined by the nursery coordinator, who will make assignments according to seniority. Workers will be given a monthly work calendar.
2. Workers will arrive 15-30 minutes before a scheduled activity is to begin.
3. The worker will not allow older children into the nursery rooms. The following exception applies: Parents bringing their child(ren) for the first time may be invited into the classroom to see the facilities and meet the workers. Other exceptions may apply ie; Open House, these will be at the discretion of the Associate of Preschool Ministries and/or Nursery Coordinator.
4. The nursery staff worker will not release a child in his/her care to anyone other than parents unless the parent has made a specific request that this be done. No child will be released without presentation of the security tag for that child. In the event the security tag is lost or misplaced the nursery coordinator or assistant nursery coordinator will be contacted for approval of child being released. No child will be released to older siblings.
5. The nursery staff worker will not smoke on church property.
6. The nursery staff worker will, at the expense of the church, have an up to date TB tine test if deemed necessary.
7. The nursery staff worker will be required to attend meetings scheduled by the paid nursery supervisor, for training and information.

8. Nursery staff workers will ensure a profile sheet is filled out on every child, and check the sheet for allergies before giving a child a snack.
9. Any unusual behavior on the part of a child should be reported immediately to the nursery coordinator.
10. The nursery staff worker will address all questions and problems to the nursery coordinator as quickly as possible.
11. The nursery staff worker will attempt to calm a crying child. No child will be allowed to cry more than 10 minutes without contacting the nursery coordinator or assistant nursery coordinator.

B. While caring for children, the nursery staff workers will adhere to the following policies:

Child Abuse Prevention Policy; Infectious Disease Policy; and Preschool Policies and Procedures.

**CONDITION OF EMPLOYMENT:**

1. Nursery staff workers will be interviewed and hired by the Associate of Preschool Ministries, assisted by the Nursery Coordinator. She/he will work under the guidelines adopted by the Associate of Preschool Ministries and will work under direct supervision of the Nursery Coordinator.
2. Background checks will be done on all nursery staff workers.
3. The salary is described in the church budget.
4. This is a non-exempt, part-time, hourly position (less than 20 hrs. per week).
5. Dismissal will be through the Personnel Committee upon the recommendation of the Associate of Preschool Ministry, Nursery Coordinator and the Executive Pastor.
6. The nursery worker should give two weeks notice when resigning.

**I have read and received a copy of my job description.** I understand this overrides anything I have been given or told in the past. I further 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.

---

Employee

Date

