

**Position Title:** Nursery Caregiver

**Name of Employer:** Prairie Circle Unitarian Universalist Congregation

**Main Functions:** Under the supervision of the Director of Religious Education, provide a safe and loving environment focusing on quality child care for children ages newborn through 3 years of age during the Sunday morning services; and to provide childcare for the Religious Education hour from 9:30 to 10:30 on Sunday mornings.

**Reports to:** The Director of Religious Education (DRE). The DRE will provide on-site supervision. Concerns or questions about policies can be referred to him/her.

**Evaluated by:** Director of Religious Education

**Hours:** Sunday mornings from 8:00 a.m. to 11:00 a.m. (including holidays). There may be additional hours necessary to provide nursery care at other church functions such as: Congregational annual meetings, Membership classes, Christmas Eve service, Annual holiday parties, and others.

PCUUC Services are held 52 weeks of the year. Nursery Caregiver may take up to 8 days off. See terms below.

**Responsibilities:**

1. Set up Nursery area each week using the materials and supplies in the Byron Colby Barn;
2. Take down Nursery area each week and return materials to the Barn storage closet;
3. Welcome parents and children to Nursery;
4. Maintain records of attendance each week;
5. Keep the DRE informed about new visitors;
6. Communicate effectively with parents/guardians about basic needs (e.g. if child had a dirty diaper while in the Nursery) and about interactions with other children (e.g. your child tossed the ball with XYZ today) either verbally or written;
7. Maintain general order of Nursery to ensure a healthy environment and notify the DRE of Nursery needs (e.g. supplies or equipment);
8. Maintain a sanitary environment for diapering. Ensure that an adequate supply of cleaning materials are maintained. Clean, disinfect & sanitize toys weekly that have been mouthed and all other toys on a regular basis;
9. Identify, suggest, and implement ways to improve care provided in Nursery area;
10. Provide the DRE with a weekly timesheet;
11. Maintain current Infant/Child CPR and Infant/Child First Aid certifications;
12. Communicate any problems in a timely fashion to DRE;
13. Additional responsibilities may be assigned by the DRE, as appropriate.

**Qualifications:**

1. Sensitivity to the needs of young children.
2. Dependability, communication skills, initiative, and knowledge of children's developmental needs.
3. Experience working with young children strongly preferred.
4. Willingness to improve skills.

5. Strong ability to supervise appropriate play activities.
6. Ability to comprehend and follow instructions and follow through on assigned tasks.
7. Ability to interact positively with parents, children, church committees, church staff and congregation.
8. Ability to relate problems (either verbally or in written form) to appropriate persons, and propose solutions.
9. Must be able to identify needs for children ages 0–3, with the occasional need to supervise children up to the age of 12.

**Education or Formal Training:**

1. Infant/Child CPR qualified (or successfully complete a training course within two months of employment), and recertify to keep qualification current;
2. Infant/Child First Aid qualified (or successfully complete a training course within two months of employment), and recertify to keep qualification current.

**Working Environment/Physical Activities:**

1. Frequent bending, stooping, reaching, and lifting.
2. Show decorum with attire: dress should be comfortable and casual with respect to what the job entails.

**Days Off:**

1. Nursery Caregiver is allowed 8 Sundays off per calendar year, to be taken 2 per quarter;
2. Quarters are defined by Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec;
3. Days off will not be paid;
4. 2 weeks' notice is preferred for a Sunday off, outside of unforeseen illnesses, personal emergencies, etc.
5. Unplanned days off due to illness or emergencies must be made in the following way:
  - By 6:00am on the Sunday of the absence (at the latest)
  - By a voice phone call to the DRE (no text, email, etc)

***Employment with PCUUC is voluntary and is subject to termination by employee or PCUUC at will, with or without cause, and with or without notice.***

*This is not intended to be an exhaustive list of all duties, responsibilities, or qualifications for this position.*

Signature of DRE, Jennifer Weigand \_\_\_\_\_ Date \_\_\_\_\_