

## **Position Description: Infant to 2 year old Nursery Lead Teacher**

**Objective:** *To provide a loving, nurturing experience for children ranging in age from infant to 2 years old during Sunday morning worship services and Wednesday evening activities. The children need a warm and friendly environment while their parents attend the 8:30 a.m. service, Sunday School, and/or the 11:00 a.m. service as well as Wednesday night formation time.*

### **Job Classification:**

- This position will be a part-time, non-exempt staff position;
- The wage for this position will be \$10 per hour, for an average of 4-6 hours a week, to be paid at the end of each month; and
- The Chestnut Grove Employee Handbook (hereinafter, the “Handbook”) details all relevant governing policies and procedures.

### **Working Relationships:**

- This position will report to the Minister for Children and Families;
- This position will communicate needs, expectations, and attendance numbers to the Minister for Children and Families;
- The Church will pay the employer’s part of FICA; and
- No health benefits or annuity is available to part-time employees.

### **Standards and Expectations/Responsibilities of the Nursery Lead Teacher:**

- The nursery lead teacher will become familiar with each child’s time schedule, allergies, and any current physical condition before the parent leaves the child;
- The nursery lead teacher will use each child’s diaper bag items (blankets, snacks, juice, etc.) as directed by the parent;
- The nursery lead teacher will know where and how to find the parent during the service or Sunday School should the child need the parent;
- Children will be released only to the parent/guardian who has the correct # keychain and/or pager;
- The nursery lead teacher will report attendance at each time slot (e.g. each worship service and Sunday school);
- The nursery lead teacher will be available from 8:15 a.m. until 12:45 p.m., as necessary, unless prearrangements have been made for special extended services;
- The nursery lead teacher will wipe off soiled surfaces (toys, changing table, etc.) and sanitize toys and surfaces in the room with sanitizing/disinfectant spray as needed throughout the shift and at the end of each shift;
- Each week, the nursery lead teacher will communicate to the Minister for Children and Families the need for each nursery’s snacks, wipes, diapers, etc. as needed for efficient operation of care of the children;
- The nursery lead teacher will work closely with the Minister for Children and Families to prepare a report for the Children’s Committee each month regarding numbers, needs, and any questions or concerns; and
- The Children’s Committee will administer the promotion policy and the nursery lead teacher will follow and adhere to such policies as directed by the Children’s Committee.

### **Qualifications of the Nursery Lead Teacher:**

- The nursery lead teacher will successfully complete a criminal and background check as defined by the Personnel Committee; and
- The nursery lead teacher will become and maintain current CPR and first aid certifications (the church will schedule these opportunities at mutually convenient times).

### **Nursery Lead Teacher's Expectations of the Church and Parents:**

- The church will provide a rotating shift of volunteers to assist the lead nursery teacher at regular worship services each week;
  - The Minister to Children and Families will ensure that the ratio of child to adult shall not exceed 6:1 at any given time.
- The Minister to Children and Families will regularly communicate to parents the procedures and policies of the Nursery as adopted by the church; and
- The Minister to Children and Families will ensure that the toys, linens, and equipment will be in order and clean when the nursery lead teacher arrives.

### **Mutual Agreements:**

- The wage shall be \$10.00 per hour, an average of four to six hours per week, to be paid at the end of each month;
- The nursery lead teacher will work on Wednesday evenings from 6:00-8:00 as needed during scheduled Wednesday evening activities at a wage of \$10.00/hour; and
- The nursery lead teacher will be available to work at special worship services such as Thanksgiving, Christmas Eve, etc., as determined by the Children's Committee.

**(Revised 8/29/11)**