



*Rejoicing Relationships Reaching*

## **JOB DESCRIPTION – NURSERY CARE PROVIDER**

**Principal Function:** The Nursery Care Provider is responsible for providing a loving, comfortable, caring, safe, Christian environment for all children in the nursery ages 0-3.

**Job Classification:** This position is an hourly non-exempt and part-time position.

Working Hours: Sunday Morning (10:00 am)  
9:30 am – 12:30 pm  
See notes 1 & 2

Wednesday Evening (6:00 pm)  
5:30 pm – 7:30 pm  
See Note 1 & 2

Note 1: Nursery Care Providers are required to remain in the Nursery until all children have been picked up by their parent or designated person, and all cleaning duties are completed.

Note 2: Nursery Care Providers may be asked to work additional hours for special church-wide events and services.

### **Personal Requirements:**

- 18 years of age or older.
- Be experienced in the care of children 0-3 years of age with the ability to adapt and interact with a variety of personalities/characteristics.
- Willing to submit to background check and drug screening test.
- Be a NON-SMOKER. Employees of Highland Park Baptist Church are not permitted to use tobacco, alcohol or any form of illegal drugs of any kind on church property.
- Be friendly, courteous, and loving to all parents and children.
- Be clean and tidy in personal appearance.
- Wear name tag at all times. (Name tag provided by church.)
- Be on time. Complying with Working Hours is essential. If you cannot be on time, you must contact the Preschool Director so that she can have someone else available until your arrival to assist in checking in children.
- Be cooperative with the Pastor, Preschool Director, Personnel Committee, and Church Secretary.
- Read and agree to the terms of the Highland Park Baptist Church Child Abuse and Prevention Policy & Procedures Manual.

**Responsibilities:**

- Arrive 30 minutes prior to Sunday School to ensure that the nursery is comfortable, clean, and ready for children, and remain in the Nursery until the last child is picked up.
- Follow Nursery Drop-off and Pick-up Protocols.
- Remain available in the nursery, even when no children are present at the beginning of Sunday School and Worship Services, in the event children are brought to the nursery after services have begun.
- Insist that all non-nursery aged children are kept out of the nursery area.
- At the end of each service, clean all toys, that have been used, with disinfectant.
- Remove trash following each service.
- Interact with the children in your care. The reading of Bible stories and singing of Bible songs is strongly encouraged.
- If unable to work at any given time, or time off is desired, please notify the Preschool Director, as soon as possible, so that she may be able to obtain assistance in your absence.
- Perform other duties as assigned by the Preschool Director.

**Termination Policy:** Dependability is essential. Tardiness and excessive unscheduled absences may result in termination of employment.

- There is a 90-day probationary period where either party may, with a two-week notice, terminate employment without cause.
- Immediate termination will occur in cases of intentional verbal, physical or emotional abuse or neglect of any child, parent or church member.

I have read the job description for a Highland Park Baptist Church Nursery Care Provider and understand its contents. My signature below indicates my agreement to abide by the requirements set forth above.

Name (Please Print)	Signature	Date
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Preschool Director or Pastor Name (print)	Signature	Date
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