

## WESTMINSTER PRESBYTERIAN CHURCH

### I. TITLE: NURSERY CARE LEADER

#### I. PURPOSE

- A. To oversee and supervise the nursery care program available to children three (3) years of age and younger on Sunday morning.
- B. To provide child care during special worship services and programs as needed.

#### A. STATUS OF POSITION

The Nursery Care Leader is a part-time employee of the Westminster Presbyterian Church generally working 3 hours per week. The Nursery Care Leader is responsible to the Christian Education Director and the Pastor. The Nursery Care Leader is approved by the Session upon the recommendation of the Christian Education Committee and the Personnel Committee.

#### A. PRIMARY RESPONSIBILITIES AND FUNCTIONS

- B. Arrive at the time designated by the C.E. Committee, open and prepare the nursery/toddler room to receive children each Sunday.
- C. Make a note of any special instructions or information provided by parents relative to any child left in the nursery.
- D. Remain in the nursery/toddler room wing until all children left in the nursery have been picked up by their parents.
- E. Notify the Christian Education Director and the parents immediately of any problem which may affect the care and well-being of any child.
- F. Maintain housekeeping in the nursery/toddler room to prevent injuries due to slips, falls, etc., and to ensure cleanliness of the rooms used.
- G. Notify the Christian Education Director immediately if the ratio of children to supervisors is greater than 6 to 1, or greater than he/she can manage.
- H. Close the nursery/toddler room after all children have been picked up.
- I. Advise the Christian Education Director of any supplies that are needed or require replacement.

#### A. QUALIFICATIONS

- B. Previous experience in the care and supervision of young children.
- C. Ability to relate to infants and young children.
- D. Professional training as a nurse, teacher, etc. is desired but not required.
- E. Ability to handle basic personal hygiene problems of infants.

Effective 08/17