



Job Title: **Nursery Worker**

Purpose Statement: To provide a welcoming and safe space for all children and support the ministry of Grace Church

Reports To: Children's Ministry Director

Responsibilities:

Create a welcoming and safe space

- Help to maintain a clean, well organized, and welcoming nursery. Warmly greet parents and children when they come to the Nursery. Ensure the children are safe and well cared for at our church.
- Ensure that the nursery checklist is followed each Sunday. Use proper diaper changing procedures as laid out by the Children's Ministry Director.
- Special Needs for each child must be noted and addressed with care.

Assist the Children's Director

- Check supplies in the classroom and make a shopping list for the children's director when supplies are low.
- Be available to cover (when needed) fellow nursery worker's responsibilities when absent
- Once every 4 months stay an hour late to sanitize toys

Support the Ministry of Grace Church

- Be encouraging and supportive of all ministries at Grace Church in your word and actions

Work Week and Time Away:

1. Nursery Workers are expected to work in the Nursery every Sunday morning 30 minutes before their assigned service to 30 minutes after the service ends.
2. They are also expected to work at additional church functions throughout the year if available.
3. Time off should be arranged with the Children's Ministry Director with at least two weeks notice for anticipated absences.