

POSITION DESCRIPTION: CHILD CARE PROVIDER

PURPOSE: A shared position, usually alternating Sundays and Saturday evenings, to assist in the running of the Burke Presbyterian Church Nursery which provides care for the nursery children and to direct the volunteers in their caregiving.

STAFF RELATIONS: The Child Care Providers are responsible to the Director of Spiritual Growth Ministries and the Elder for Children's Education and ultimately to the Pastor as head of staff, all of whom act on behalf of Session. An annual evaluation of the Coordinators will be done by a Pastor, Elder for Children's Education, Director of Spiritual Growth Ministries, and a representative of the Personnel Committee.

QUALIFICATIONS:

1. Previous experience with infants, toddlers and preschool age children in a nursery environment. References are required.
2. Successful completion of CPR and first aid training courses, or a willingness to complete these courses as soon as possible.
3. Course work and/or knowledge in early childhood education, special education and/or elementary education or a certificate or diploma from a nursery or baby-sitting course is desirable.

RESPONSIBILITIES:

1. To maintain a clean, safe, and positive environment by setting-up and taking-down room(s), cleaning all surfaces, monitoring supplies needed such as crayons, construction paper, new or additional toys, cleaning supplies, i.d. labels, diaper changing supplies, etc.
2. To care for the nursery children as needed.
3. To meet the parents, direct their signing in and identify the children's personal items.
4. To provide positive feedback to parents when they pick up their child.
5. To keep accurate records of nursery attendees and parents (name, age, allergies, need for bottle, naps, special needs, etc.)
6. To work closely with volunteer coordinator.
7. To communicate all problems and recommended solutions to the Director of Spiritual Growth Ministries or the Elder for Children's Education..
8. To attend Nursery meetings and provide information about the functions and needs of the nursery.
9. To follow Nursery guidelines and schedule.
10. To begin set-up by 8:00 am and complete take-down by 1:00 pm on Sundays and by 5:15 p.m. with take down at 6:45 p.m. on Saturdays.