

St. John The Evangelist Episcopal Church

60 Kent Street, St. Paul, MN 55102

Nursery Caregiver – Job Description

And Jesus took a child and put him in the midst of them, and taking him in his arms, he said to them, "Whoever receives one such child in my name receives me, and whoever receives me, receives not me but him who sent me." (Mark 9:36-37)

Key Responsibilities

The nursery caregiver will provide dependable, safe, and nurturing care to children placed in the Church nursery during services and special events.

Arrive promptly for scheduled shifts.

- Regular nursery hours include Sundays 8:45 am to 12 noon, September through May and 9:45 am to 12 noon, June through August.
- You may be required to arrive earlier and stay later than posted hours, as needed.
- You will be expected to work during other services and events during the year, as agreed with your supervisor.
- Advise your supervisor of any planned time off at least 2 weeks in advance of absence and of any unplanned absence at least 2 hours prior to scheduled start time.

Become familiar with Church and nursery policies and facilities.

- Abide by above policies and demonstrate good judgment regarding the welfare of children.
- Advise your supervisor of any issues which are hindering the completion of your duties or implementation of policies.
- Report any facility maintenance issues to your supervisor.

Greet parents and sign children in and out of the nursery.

- Be friendly, courteous, and helpful to all children, parents, and co-workers.
- Greet each child and call them by name when they are dropped off.
- Communicate any allergy or special needs to co-workers, as advised by parents or guardians.
- In case of emergency, call 911 immediately and notify parents or guardians as soon as possible.
- Ensure children are secured with an approved adult before leaving.

Provide age-appropriate care for children in the nursery.

- Holding or sitting with and cheerfully interacting with children through games, songs, stories, crafts, play, and prayer.
- Feed babies when needed or as requested by parents and give allergy free snacks to toddlers.

Clean and tidy nursery, toys, and equipment.

- Maintain good hand washing/hygiene practices for yourself and the children in your care. (This currently includes masking while in the building and caring for children)
- After children leave, wash and sanitize toys that have been played with.

Qualifications

- Experience caring for children from birth to 5 years of age.
- First Aid, CPR, and Babysitter training are preferred.
- Up to date immunizations including COVID-19 immunization.
- Satisfactory completion of background checks, references, and interview.
- Completion of Episcopal Church in Minnesota Safeguarding God's Children training.

