

Reynolds Memorial UMC seeks two part-time nursery workers for Sunday mornings as well as other special times throughout the month and year. If interested, please e-mail Pastor Laura Plaster at lauraplaster@rmumcbristol.org.

Reynolds Memorial United Methodist Church

Employee Position Description

Position: Nursery Worker

Reports To: Pastor and Staff-Parish Relations Committee

Status: Part-time (5-10 hours per week or amount necessary to complete job each week)

Objective: To provide safe, secure, nurturing, clean, efficient, and quality child care for infants and toddlers in a loving Christian environment while the child's parents attend worship services or other special events such as weddings, funerals, group meetings, etc.

Prerequisites:

1. Education/Experience: High School graduate with some experience in early childhood development. Prior child care experience either in a group setting or in individual family homes.
2. Personal: Possess an active faith. Ability to work as part of a team; be flexible and adaptable, creative, a good listener, have a positive attitude, good moral character, prompt, well organized and serve with integrity and enthusiasm. Must be able to communicate effectively with both children and adults.
3. References: Must pass a background check as well as have acceptable written and oral references from previous employers, daycare centers, parents you have worked for, schools you attended and/or worked for, and members of the community. Record of good attendance from former employers.

Description of Duties:

1. Daily:
 - a. Protect the reputation and integrity of others through strict confidentiality

- b. Develop an attitude of ministry to the church rather than this just being a job
- c. Demonstrate a high level of trust (A violation of this trust may result in disciplinary action which may include immediate dismissal)
- d. Display the ability to communicate well, both verbally and written, and with a loving, Christian attitude
- e. Create an environment that is inviting to people passing through on a daily basis
- f. Must never use or allow the church to be used as a place of gossip or hearsay

2. Weekly:

- a. Be prompt and on time for each time of employment
- b. Provide efficient care of infants being served
- c. Provide fun and exciting activities for toddlers being served
- d. Teach simple Bible verses, read Bible stories, teach numbers or alphabet to toddlers when infants are not being served
- e. Clean and disinfect nursery and toys before and after each session
- f. Dispose of soiled diapers following each session. Diapers need to be placed in outside trash can
- g. Be willing to have a cheerful disposition
- h. Complete any other tasks relevant to childcare as required by the Pastor.

Compensation:

Commensurate with education and experience. Salary amount to be determined by the Staff-Parish Relations Committee and approved by the Church Council and Charge/Church Conference. An annual performance review shall be conducted by the SPR Committee with input from the Pastor and appropriate parties. Hours of service to be determined by Pastor and Staff-Parish Relations Committee.

I agree with this position description and will fulfill it in its entirety.

Nursery Worker

Date

Pastor

Date

Chair, Staff-Pastor Relations Committee

Date