

FIRST PRESBYTERIAN CHURCH, ELKHART, INDIANA

POSITION DESCRIPTION

TITLE: Nursery Caregiver

POSITION: Part-time with an average of 4-6 hours per week including 3 hours each Sunday (9:15 a.m. – 12:15 p.m.), plus other church events and times as requested. May include special religious services scheduled annually.

- Number of caregivers required for rotation: 3

PURPOSE: To provide nurturing, professional, and Christian-centered childcare as well as maintain positive relations with parents and other staff members.

ACCOUNTABILITY: Accountable to the Coordinator for Children's and Youth Ministries and the Pastor/Head of Staff.

RESPONSIBILITIES:

- Assist in the operation of a well-rounded childcare program designed to stimulate the mental, social, emotional, and spiritual development of each child
- Offer a safe, clean, cheerful, and enriching environment guiding the children's behavior with positive reinforcement, redirection, and limit setting
- Provide age-appropriate interactions, activities, and materials for each child, preparing for these prior to the arrival of children to the childcare setting
- Maintain the childcare setting as a clean, orderly environment by cleaning surfaces and soiled items and by returning materials to established storage locations
- Establish and maintain positive and ongoing communication with parents or others in whom the child's care is entrusted, childcare colleagues and other members of the church staff
- Participate in training, workshop, and other professional development activities requested by the Coordinator for Children's and Youth Ministries, Pastor, or Session
- Follow the Nursery check-in/check-out protocol. Receive children brought by their parents or guardians and release them to the care of the same persons or designated person. Adhere to any special requests or instructions given for the care of their child.

COMPENSATION: \$12.50 per hour. All withholdings required by Federal, State and County laws will be made.

PROBATIONARY PERIOD: There shall be a probationary period of 90 days, at the end of which there will be a performance review.

OTHER DOCUMENTS:

- A criminal history and background check is required prior to employment
- Proof of COVID-19 vaccination.
- This position is also subject to the provisions of the Employee Handbook and Safe Church Policy of First Presbyterian Church, as amended from time to time.

ADDITIONAL:

1. Experience in caring for children
2. Reliable transportation
3. Must provide 2 references
4. Basic knowledge of first aid
5. Required to wear a mask in the church building.

HOW TO APPLY: Send a letter of interest to hr@presby.net