



Job Description/ Nursery and Childcare Worker

JOB DESCRIPTION:

Pre Service Duties...

Check In Set Up-

- Printers, iPads, Labels, Clipboards, etc

Nursery Prep-

- Doors, Lights, Blinds
- Check Supplies and ensure that all equipment is ready. (Snacks, CD player, Diaper Changing Area, etc)

Service Time Duties...

Nursery-

- Diaper Bag Check-In
- Vital Information retrieval (Parent/Child)
- Engage with children in age-appropriate manner

Post-Service Duties...

Nursery-

- Clean diaper area, re-set room for next use
- Sweep/vac when needed
- Leave note or communicate with Children's Director of any broken items, spills, facility needs
- Check In w/ Children's Director about any other needs
- *Duties may include any other Children's Sunday morning needs at Children's Director's request.*

QUALIFICATIONS:

- Must have a pastor's recommendation
- Experience working with babies and toddlers
- Should be a person who is dependable, is teachable, and has integrity
- Ability to work well and communicate with kids, parents, and staff
- Be a proven team player, willing and able to follow the Director's lead
- Must agree to abide by Grace Church Policy
- Must agree to Grace Church Statement of Faith
- Must be at least 18 years of age
- Must be willing to undergo a background check
- Does not need to be a member of Grace Church

PAY RATE: \$15/hr for up to 4 hrs/wk

HOURS: 8am - 12Noon, Sundays. 2 - 4 weeks per month. Starting SEPTEMBER 26

REPORTS TO: The Children's Director