

Covenant Presbyterian Church
POSITION DESCRIPTION

TITLE: NURSERY ASSISTANT

PURPOSE: The Nursery Assistant provides infants and toddlers who are brought to the nursery during its hours of operation with safe and loving care in a nurturing environment that promotes their Christian growth, working under the direction of the Nursery Supervisor.

POSITION SUMMARY: Covenant Presbyterian Church, located on Madison's west side, is looking for a part time nursery assistant on Sunday mornings. Covenant is looking for an enthusiastic, caring, loving person who is interested in providing nursery care for children ages birth-three. You will have a chance to work with wonderful people and adorable children, and this will help give parents a chance to grow in their faith.

RATE OF PAY: \$13.47/hr

TIME COMMITMENT: 2-3 Sundays per month (3 hours per Sunday)

RESPONSIBILITIES:

1. Provides age-appropriate care, which includes: feeding, changing diapers, maintaining a safe environment, putting children down for naps, holding, sitting with, and cheerfully interacting with children
2. Maintains a polite, friendly, and courteous manner to all children, parents, and volunteers.
3. Abides by the nursery policies and procedures set by the Children's Ministries Committee.
4. Arrives 15 minutes prior to nursery opening and stays until all children are secured with a responsible adult.
5. Helps to straighten the room before leaving.
6. Is familiar with the Covenant Presbyterian Church Policy on Sexual Harassment, Abuse and Misconduct and has attended a class regarding this policy.
7. Communicates any absences in advance to the Nursery Supervisor.
8. Assures that toys are in good working order and safe condition.

RELATIONSHIPS: The Nursery Assistant maintains positive working relationships with the Nursery Supervisor, church staff, congregation members, the Children's Ministries Committee, other paid and volunteer nursery staff, the children who spend time in the nursery as well as their parents/families.

ACCOUNTABILITY & EVALUATION:

This position works under the immediate supervision of the Nursery Supervisor and the Associate Pastor. The Associate Pastor will conduct an annual performance review of the Nursery Assistant.

TIME: approximately 8 hours per month during the program year; approximately 4 hours a month from Memorial Day to Labor Day.

Interested applicants may contact Pastor Jeff Fox-Kline: jfoxkline@covenantmadison.org.

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