

**[Church Name]**  
**Church Nursery Worker Job Description (Sample)**

**Job Title:** Church Nursery Worker

**Reports To:** Church Nursery Coordinator

**Position Status:** Full-Time/Part Time

**Purpose:**

To provide dependable, safe, secure and nurturing care to the children while at church, ages 0 through 4 years old in a clean environment.

**Responsibilities:**

- **Responsible for providing age-appropriate care** which includes:
  - Feeding
  - Changing diapers (Universal precautions should always be used while changing diapers or time of body fluids.)
  - Escorting children to the bathroom
  - Maintaining a safe environment
  - Putting children down for naps
  - Holding children if needed
  - Sitting with and cheerfully interacting with children through games, stories, play and prayer.
- **Be polite, courteous and friendly** to all children, parents and volunteers.
- **Arrive 15 minutes prior to the Early Morning Service.** Child care hours include every Sunday 8:30 am to 12:30 pm. You're expected to work all Sundays even if it falls on a holiday unless otherwise discussed. You will have the option to work other church events, i.e. Easter, Christmas, Vacation Bible School, etc. The opportunity for extra work will be announced at least 4 weeks prior to the event.
- **Stay until children are secured** with a responsible adult named on the child's registration form.
- **In the event of an emergency** notify the parent via the communication system, cell phone or pager.
- **Straighten the nursery room** and clean any toys/beds before leaving the nursery. Used bed sheets will need to be placed in the dirty linen container and clean sheets are to be placed on the beds. Church staff or volunteers will be responsible for laundering the sheets. All toys that have had contact with saliva will require special attention with the sanitizing solution available in the nursery.
- **Attend an evaluation after a 90-day probationary period and thereafter annually.**
- **Report any issues** to the nursery coordinator which hinder you from carrying out your duties or responsibilities.

**[Church Name]**  
**Church Nursery Worker Job Description Continued...**

- **Communicate in advance** by phone to the Nursery Coordinator:
  - Any planned absences with an advance two-week notice
  - Any unplanned absences at least two hours prior to the shift

**Qualifications:**

- **Experience in caring for children** between the ages of 0 to 4 with the ability to adapt and interact with a variety of personalities.
- **At least 18 years of age**
- **Satisfactory completion of background check and drug screening**
- **Must present the results of a current (within 1 year) Tuberculin and current immunizations**
- **Satisfactory completion of CPR training for infants and children**
- **Must adhere to [Church Name] Church Child Protection Policy Guidelines**
- **Three References**

**Termination Policy:**

- **There will be a 90-day probationary period** where either party may terminate employment without cause. Beyond this, a two-week notice is expected.
- **Dependability is essential.** Tardiness and excessive absences cannot be tolerated and will result in termination of employment.

Immediate termination will occur in cases of intentional verbal, physical or emotional abuse or neglect of any child, parent, coworker or church member. Termination may occur for failure to carry out job duties as described above or failure to comply with the [Church Name] Child Protection Policy.

I have read and received a copy of my job description. I understand this overrides anything I have been given or told in the past. I further understand that I am expected to follow my job as outlined above, and that if I have any questions concerning what is expected of me, I will speak with my immediate supervisor identified above.

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Signature [Church Nursery Worker

Date \_\_\_\_\_

Revised: \_\_\_\_\_