

# JOB DESCRIPTION

**Job Title:** Nursery Child Care Provider

**Job Summary:** Nursery Child Care Provider provides a warm, caring and safe child care that inspires the trust and confidence of parents and the entire congregation; follows through on promises and commitments and maintains excellent relationships with the child in their care as well as the congregation.

**Salary:** \$30.00 per Sunday; hours 9:30 - 12:00

**Requirements:**

- Experience caring for infants and toddlers; references required
- Knowledge of state health laws
- Formal CPR and First Aid Training (infant and child) or willing to take classes
- High School Diploma
- Bachelor's degree or candidate with emphasis on early childhood education (preferred)
- Pass background check
- Committed to Chain of Lakes Purpose Statement and values of Chain of Lakes Presbyterian Church

**Responsibilities:**

- Care of children, newborn through four years old, in the Nursery during Sunday school, worship and other arranged times.
- Be present in the nursery during assigned hours
- Greet all children and parents as an ambassador for Chain of Lakes
- Provide a nurturing and safe environment for all children
- Work with nursery volunteers
- Weekly, complete the following duties:
  - a) Change the sheets on the crib before the first child arrives
  - b) Disinfect all baby changing surfaces before the first child arrives
  - c) Set aside soiled laundry and "mouthed" toys at the end of the child care session
- Maintain an orderly placement of toys, books, puzzles, etc.
- Keep records of nursery attendance each Sunday
- Perform other duties as assigned by the Director of Children's Ministry

**Personal Attributes:**

- Commitment to personal spiritual growth
- Ability to work closely with volunteers, staff, and congregation
- Excellent written and verbal communication skills

**Accountability:**

The Nursery Child Care Provider works with and reports to the Director of Children's Ministry. In addition, the Nursery Child Care Provider interacts with the congregation, Staff and the community at large.

**Purpose of Chain of Lakes Church:**

We are called to be an authentic, Christian community where; strangers become friends, friends become disciples and disciples impact the world.

Contact Church office 763-208-8049; or email [info@colpres.org](mailto:info@colpres.org)