



## **First Presbyterian Church, Dalton, GA**

**Job title:** Nursery Worker

**Job Requirements:** Must be at least 18 years Old  
Must pass a criminal background check  
Experience working with children preferred

**Will Report to:** Nursery Coordinator (Christian Education Committee Representative)

**Staff Supervisor:** Head of Staff (Pastor)

**Job Responsibilities:**

- 1) To be present in the nursery every Sunday Morning (January – December) from 9:00 a.m. until 11:45 a.m.
  - a. (Other opportunities to work are optional for “Second Sunday Lunch” from 11:45-1:00 the second Sunday of every month and special seasonal services—Ash Wednesday, Maundy Thursday, Christmas Eve, etc.)
- 2) Oversee children in nursery, including but not limited to:
  - a. Changing diapers
  - b. Providing snacks (with parental instruction)
  - c. Playing with children
  - d. Show kindness and patience to children
  - e. Providing a safe, nurturing, and welcoming environment for children and their families
- 3) Welcome parents to the nursery and follow sign-in procedures for children.
  - a. Ask parents about special needs for their children as they sign in.
- 4) Follow procedures for “closing” the nursery
  - a. Pick up toys and return to shelves
  - b. Set dirty toys aside and clean before returning them to shelves
  - c. Disinfect any surfaces in need of attention
  - d. Empty trash into outdoor garbage bins

- e. Fill out time cards
  - f. Alert nursery coordinator or pastor to any issues that need attention
- 5) Act in compliance with the First Presbyterian Church “Child Protection Policy.”
  - 6) Attend annual review session for “Child Protection Policy.”
  - 7) Pass a criminal background check
  - 8) Dress Appropriately