St. Paul United Methodist Church – Lakeland, TN

Church Nursery Worker Needed at Family Friendly Church

Pay Rate: $14.00/Hour

Purpose: To provide dependable, safe, secure, and nurturing care to the children at St. Paul United Methodist Church, ages 0 through pre-Kindergarten in a clean, warm and welcoming environment.

Responsibilities:

* Responsible for providing age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding, or sitting with and cheerfully interacting with children through games, stories, songs, play and prayer. Universal precautions should always be used while changing diapers or time of body fluids.
* Be polite, friendly, and courteous to all children, parents, volunteers, and staff.
* Child care hours include every Sunday 9:15AM to approximately 12:00PM; Sunday 4-6 PM (arrive no later than 3:45); and Wednesdays 6:15PM-7:45PM. Nursery employees are expected to work all Sundays even if it falls on a holiday. There will be the option to work other church events. The opportunity for extra work will be announced at least 2 weeks prior to the event.
* Stay until the children are secured with a responsible adult named on the child’s registration form.
* Straighten the room and clean any toys/beds before leaving. Change soiled bed linens.
* Attend an evaluation after a 90 day probationary period and thereafter annually.
* Report to the nursery coordinator any issues which are hindering the fulfillment of the duties or responsibilities.
* Notify the nursery coordinator in writing (or via email) at least two weeks in advance of any planned absence. The nursery coordinator should be notified of any unplanned emergency absence via phone call as soon as possible.

Qualifications:

* Experience in caring for children between the ages of 0 to 5 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) Tuberculosis and current immunizations.
* Satisfactory completion of CPR training for infants and children. (provided by church if necessary)
* Must adhere to St. Paul United Methodist Church Safe Sanctuaries Policy Guidelines.
* Provide three references not related to the applicant.

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, or church member. Termination may occur for failure to carry out job duties as described above or failure to comply with the St. Paul United Methodist Safe Sanctuaries Policy.

Applicants please submit resume and references to Vickie at [vhamilton@stpaul-lakeland.org](mailto:vhamilton@stpaul-lakeland.org). No phone calls please.