

JOB DESCRIPTION OF NURSERY/CHILDCARE CAREGIVER

*Nursery Caregiver (Part-time Paid Position)

Purpose and Importance of Position:

The St. William Nursery Ministry is provided to families so parents may attend Mass on Sundays and participate in weekly ministry events, including Adult and Child Faith Formation classes and other ministries requesting childcare. This gives parents the opportunity for spiritual growth, while leaving their child in a loving, faith-filled and safe environment. We are called to love, serve, protect and defend children within our community.

Responsibilities & Duties:

- ❖ Provide welcoming, faith-filled, loving and safe atmosphere for children and parents
- ❖ Welcome and assist parents with sign-in, paying close attention to any concerns or needs
- ❖ Provide care during Sunday Mass times for children 6 months to 3 years old
- ❖ Provide care for other scheduled events for children 6 months to 10 years old
- ❖ Provide care for Vacation Bible School volunteers children one week each summer
- ❖ Prepare and maintain nursery rooms for quality, health and safety
- ❖ Provide structure for playtime, snacks and rest (if needed)
- ❖ Read books, arts and crafts, sing songs, play games
- ❖ Assist children as needed with hand washing, diapering, holding and comforting and supporting safety of the classroom through behavior management
- ❖ Offer and provide emotional, physical and social needs of young children while interacting and encouraging involvement in activities
- ❖ Responsible for care in an appropriate manner and seek assistance as needed
- ❖ Maintain clean and orderly classroom
- ❖ Maintain clean/sanitized playing surfaces/areas, cubbies and storage areas
- ❖ Sanitize toys, tables and playing areas after each event.
- ❖ Be mindful of condition of toys, removing broken toys
- ❖ Dress modestly, comfortable and professional

Time Required:

- ❖ Part-time (Weekends and week nights)
- ❖ Available to work 15-20 hours weekly
- ❖ Be present 30 minutes before Sunday Nursery for Mass
- ❖ Be present 15 minutes before all other scheduled events
- ❖ Caregivers must stay until all children have been picked up by parents
- ❖ Classroom must be clean, sanitized, trash taken out and prepared for next event
- ❖ It the full responsibility of the nursery caregiver to try and find a substitute caregiver in the event she/he is unable to work. Substitutes must come from a list provided by the Nursery Coordinator. Whether or not a substitute is found, the caregiver must provide notice to the Nursery Coordinator as soon as possible.

Qualifications and Skills:

- ❖ Criminal Background Check, Ethics & Integrity in Ministry Workshop and CPR/1st Aid are required.
- ❖ Must be 18 years of age and have a love of children and their families.

- ❖ Committed to quality, Christ centered care, have a love of children, behavior management skills, and the gifts of hospitality, love, patience, kindness, and joy
- ❖ Caregivers should consider the children in care their number one priority while working
- ❖ Reliable and responsive to email/text/phone calls regarding scheduling needs
- ❖ Experience with parenting, childcare and/or teaching preferred, but not required
- ❖ Bilingual English-Spanish preferred but not required
- ❖ Must be able to assist children, lift and carry children and take turns changing diapers

Training Required:

- ❖ Orientation and training provided according to the policies of St. William Nursery
- ❖ Ethics and Integrity in Ministry Workshop
- ❖ CPR/1st Aid
- ❖ One hour safeguard training about preventing, identifying and reporting child abuse
- ❖ One hour SIDS/Shaken Baby Syndrome training
- ❖ Additional training as needed or as requested by the coordinator

Please email resume to: nursery@st-william.org