

Nurse Staff Job Description **Saint Barnabas Episcopal Church**

PURPOSE: To provide dependable, safe, secure, and nurturing care to the children while at Saint Barnabas, ages 0-3 years during Sunday morning formation (Sunday School) and worship as well as on Wednesday evenings.

PAY: \$18/hour: Approximately 4 hours every Sunday morning throughout the year and 3 hours each Wednesday (September through May)

SUPERVISOR: Sarah Petersen, Director of Children's Ministries

RESPONSIBILITIES:

- Provide 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, play and prayer.
- Be polite, friendly, courteous and seek to develop good trusting relationships with all children, parents, and other nursery staff.
- Arrive 30 minutes prior to the 9:00 am formation hour. Nursery hours include every Sunday 8:30am-12:00pm holidays included. You may have the option to work other church events (e.g., Holy Week, Christmas Eve, Newcomer Lunches, annual meeting). The opportunity for extra work will be announced 2 weeks or more prior to the event.
- On Wednesdays, arrive at 4:45pm to supervise playground drop off. Wednesday evening duties usually conclude at 7:15pm. Dinner is provided during this period.
- In the event of an emergency with a child notify the parent via cell phone.
- Stay until the children are secured with the adult named on the sign in sheet
- Straighten the room and clean any toys/beds before leaving.
- All toys that have had contact with saliva will require special attention. A sanitizing solution will be available to use in the nursery.
- Report to Sarah Petersen any issues which are hindering the performance of your duties, or ideas to improve the service.
- Communicate in advance, by phone or email to Sarah Petersen:
 - Planned absences with an advance two-week notice
 - Extenuating circumstances requiring an unplanned absence call at least two hours prior to the shift.

SAFETY:

- Follow all guidelines in the *Safe Church, Safe Communities* program and those set out by the Diocese.
- There will be two adults at all times in the Nursery.
- Good hand washing and sanitation should always be used while changing diapers or in contact with bodily fluids.
- Current certification in child/infant CPR is required. A First-Aid kit will be supplied, and you must have good basic knowledge of first aid procedures.
- No child shall be released to anyone but the adult on the sign in sheet.

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For more information on nursery care at Saint Barnabas, visit <http://www.saintbarnabas.org/nursery>

To apply, please contact Sarah Petersen (sarahp@saintbarnabas.org) as soon as possible.

Post Date: July 18, 2023