

**JOB DESCRIPTION: NURSERY CHILDCARE PROVIDER (Sunday only)** UPDATED 2/16

**POSITION:** Nursery Childcare Provider

**GENERAL FUNCTION:** To provide nurturing, loving care for the young children of Derry Presbyterian Church.

**PRIMARY SUNDAY ACTIVITIES:**

1. Call all volunteers to remind them by Thursday
2. Build and maintain relationships with the young children brought to the nurseries of Derry Church
3. Remain responsive to the ever-changing needs of the children
4. Work cooperatively with the congregational volunteers and provide direction for their assistance as needed
5. Communicate with the Chairperson of the Christian Education's Nursery Committee and/or Director of Christian Education concerning needs or changes in the Nursery
6. Supervise other nursery providers and volunteers
7. As a church employee the childcare provider must follow policy established in the Church Employee Handbook.

**SECONDARY SUNDAY ACTIVITIES:**

1. Greet each child at the door and assist the parents with the sign-in procedure
2. Check diapers at least once during the morning and change as needed, washing hands after each diaper change or potty use
3. Keep the room in order with all toys put away and crumbs swept prior to leaving
4. Sanitize toys as needed
5. Change crib sheets as needed
6. In the Toddler Rooms (during 10:30 am worship hour), follow Sunday schedule, when possible: story, play, snack
7. In the Infant/Young Toddler Room, encourage interactive play among the children, caregivers and use music whenever possible.
8. Have nursery rooms ready for Derry Discovery Days opening on Monday.

**RELATIONSHIPS:**

The Nursery Childcare Provider is accountable to the Chairperson of the Christian Education's Nursery Committee and/or the Director of Christian Education. The person will also work cooperatively with the congregational volunteers (adults and youth) and staff of Derry Discovery Days.

**EVALUATIONS:**

The Nursery Childcare Provider will have a performance review as needed.

**COMPENSATION INFORMATION:**

The Nursery Childcare Providers are on the church payroll and are treated like employees.

The Nursery Childcare Provider will be paid by submitting a biweekly pay voucher to the Church Administrative/Financial Secretary.

**JOB DESCRIPTION: ASSISTANT NURSERY CHILDCARE PROVIDER**  
**(Sunday Only Toddler Room)** UPDATED 2/16

**GENERAL FUNCTION:** To provide nurturing, loving care for the young children of Derry Presbyterian Church.

**PRIMARY SUNDAY ACTIVITIES:**

1. Build and maintain relationships with the children brought to the nurseries of Derry Church
2. Communicate with the parents and/or guardians the activities, needs or concerns of their children
3. Remain responsive to the ever-changing needs of the children
4. Work cooperatively with the congregational volunteers and provide direction for their assistance as needed
5. Work cooperatively with and under the direction of the Nursery Childcare Provider and the Chairperson of the Christian Education's Nursery Committee
6. As a church employee the assistant childcare provider must follow policy established in the Church Employee Handbook.

**SECONDARY SUNDAY ACTIVITIES:**

1. Greet each child at the door and assist the parents with the sign-in procedure
2. Check diapers at least once during a two hour period and change as needed, washing hands after each diaper change or potty use
3. Keep the room in order with all toys put away and crumbs swept prior to leaving
4. Sanitize toys as needed
5. During 10:30 am worship hour, follow this schedule when possible: story, play, snack (to be completed by 11:30 am)
6. Have nursery rooms ready for Derry Discovery Days opening on Monday.

**RELATIONSHIPS:**

The Assistant Nursery Childcare Provider is accountable to the Nursery Childcare Provider. The person will also work cooperatively with the congregational volunteers (adults and youth), Chairperson of the Christian Education's Nursery Committee and staff of Derry Discovery Days.

**EVALUATIONS:**

The Assistant Nursery Childcare Provider will have a performance review as needed.

**COMPENSATION INFORMATION:**

The Assistant Nursery Childcare Provider is on the church payroll and is treated like an employee.

The Assistant Nursery Childcare Provider will be responsible for submitting a biweekly pay voucher to the Church Administrative/Financial Secretary.