



# Doylestown Presbyterian Church

## Nursery Worker

### Job Summary

The Nursery assistants will offer care to the youngest members of DPC (birth to four years of age). They will maintain a caring, welcoming, safe nursery environment. The assistants will work with the other Nursery staff to ensure all worship services have appropriate childcare coverage.

### Position Information

Part-time

### Reports To

Associate Pastor for Christian Education and Family Ministry (herein known as the AP)

*All staff roles at DPC include a shared responsibility to work in ways that embody the congregation's Mission Statement of "Be a bridge for Christ and a beacon of His love" and furtherance of strategic themes from its Strategic Plan: Worship of God, Growing in Faith, and Mission and Service.*

### Responsibilities

- Being present in the nursery during Sunday worship services (including holidays) and the Church School hour, typically 8:15 am-12:15 pm during the program year. Typical summer hours are 9:15 am-11:00 am (the schedule for coverage is determined by the AP)
- Create a loving, caring, & safe environment for children of DPC & their families
- Ensure that all nursery items are cleaned and maintained on an ongoing basis, at the end of the morning, and seasonally
- Maintain compliance with the Community Protection Program.
- Maintain open lines of communication with families as necessary to ensure the smooth running of the nursery
- Organizing and maintaining the nursery space and supplies
- Maintaining a high-quality standard of care
- Be available in the nursery for select mid-week services and program offerings (optional)

### Qualifications

- Successfully complete all required background checks
- Current CPR/First Aid certification, with infants- or plans in place to be certified
- Relate well with children, volunteers, and parents at drop-off and pick-up
- Knowledge of infant, toddler care & early childhood development
- Have sufficient computer skills to use the electronic check-in system
- Able to work with other nursery staff and volunteers as needed

## Compensation

Compensation will be paid twice a month, on the 15<sup>th</sup> and the last day of the month. Payment is direct deposit to your account.

- Pay (per assistant) is \$70 per Sunday worked (program year), and \$62 per day for days on which weekday offerings are held
- Pay for summer months is \$40 per Sunday (only one service and no Church School).
- Pay for Christmas Eve is \$125

## Performance Reviews and Salary Increases

Reviews will be quarterly the first year and annual thereafter

Annual performance review will be conducted by the Pastor

Annual review of compensation by Personnel Committee

*This job description is not intended to cover every single requirement of the job.  
The Church reserves the right to change job duties at any time.*