

**COMO PARK LUTHERAN CHURCH
WEDNESDAY EVENING NURSERY CAREGIVER
JOB DESCRIPTION**

Purpose: All staff at Como Park Lutheran Church work to further the church's mission of "Reaching Out in Christ to a Changing World." Staff serve God by assisting and enabling the ministry of God's people through the life and outreach of congregation.

Spirit: Staff support other staff in prayer and with regular encouragement. The congregation benefits by the consistent loyalty, enthusiasm, energy and high spirits of the staff.

Position Summary: Nursery Caregiver is responsible for providing a safe and warm atmosphere in the nursery and for overseeing nursery volunteers and children.

Reports To:

For Program Direction and Support, in order of progression: Nursery Director, Nursery Committee, Youth Committee

For Personnel and Administrative Support, in order of progression: Nursery Director, Associate Pastor, Senior Pastor, Personnel Committee

Needed Skills:

1. Competence in making sure that the nursery is a safe and supportive place.
2. Ability to interact positively with children and parents.
3. Knowledge of how to care for babies, toddlers and small children.
4. Ability to supervise and encourage adult and adolescent volunteers.
5. Commitment to seeing the nursery as a vital part of the Christian nurturing ministry of church.
6. Be CPR Certified

Tasks to be Performed:

1. Supervise and lovingly care for children.
2. Make the nursery a safe, stimulating and secure environment.
3. Staff the Nursery on Wednesday Evenings from 5:30-8:15p.m.
4. Stay in the nursery until all children are picked up and the room cleaned up.
5. Notify parents in case of emergency.
6. Make sure parents sign-in when children are dropped off.
7. Notify the Nursery Director when supplies need to be restocked.
8. Provide substitute when absent.

Evaluation: Annually by the Senior Pastor and Representative(s) of the Nursery and Personnel Committee

Revised July 2005