

JOB DESCRIPTION – NURSERY STAFF

FIRST CONGREGATIONAL UNITED CHURCH OF CHRIST, CORNING

The Nursery staff provides care for children under 4 years old during Sunday worship services. To apply, send a resume & cover letter to personnel@corningucc.org.

JOB DUTIES AND RESPONSIBILITIES

1. Prepare the nursery for care before children arrive - make sure the space is clean and organized, put up the baby gate, etc.
2. Greet parents and children 30 minutes before the start of worship, get instructions on feeding, changing, etc.
3. Play with and supervise children during worship, making sure required safety and health protocols are followed.
4. Return all personal items to parents at child pickup.
5. Clean and sanitize nursery items after children have been picked up.
6. Report any broken items or supply needs to a Faith Formation team member.
7. In case of illness or other absence, inform a Faith Formation team member at least 24 hours before each weekly shift.
8. Complete required training, including annual sexual harassment policy review, within 30 days of notification.

COMPENSATION

This is a part-time position. Pay is \$50 per Sunday for ~2 hours worked. Nursery care is provided from the first Sunday in September through the last Sunday in June. There will be two Nursery Staff hired and they will coordinate on schedule to ensure every Sunday is covered. Time cards must be filled out electronically and approved by a Faith Formation team member by the 8th of the following month in order for payroll to be made on time.

QUALIFICATIONS

1. Able to relate to church members and their children in a courteous and helpful manner.
2. Experience in caring for children between the ages of 0 to 4 with the ability to adapt and interact with each child and their varying needs.
3. At least 18 years of age.
4. Current satisfactory completion of a background check, a basic CPR and First Aid course (within last 12 months), and all standard vaccinations (including flu).
5. Able to work effectively in an environment with frequent interruptions and distractions.
6. Able to lift and transfer weight up to forty pounds; ability to stand, walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity

SUPERVISION AND ACCOUNTABILITY

This position is supervised by the Faith Formation team, in conjunction with the Personnel team. The Nursery staff meets once yearly with the Personnel Committee and/or the Pastor to address any work-related concerns. The Nursery staff may at any time request a meeting with the Administrative Board, and the Administrative Board may request a meeting at any time with the Nursery staff.

RESIGNATION

The Nursery staff is to provide a 30-day written notice to the Pastor and to the Administrative Board if they wish to end employment.

Issued – May 2025
Revised .