



Church Nursery worker – Job Description

St. Timothy's Episcopal Church, 808 N Mason Rd, Creve Coeur, MO 63141

<http://www.saint-tims.org/>

(314) 434-5906

Seeking: Nursery workers to serve all the young children in the nursery at St. Timothy's Episcopal Church. Professionals to cheerfully interact with children, be polite, friendly and courteous, developing trusting relationships with children and parents to provide the best care during Sunday's 10:45am service and special services, such as Christmas Eve, Good Friday, and Easter Sunday (as examples.)

Responsibilities include:

- Arrive 30 minutes before your scheduled services and remain until the last child returned to their parent
- Greet families and help each child to get settled (i.e. help the child enter, hang up coat, wash hands and get settled into play)
- Verify enrollment forms for each child on file
- Provide age appropriate care such as holding and sitting, feeding, changing diapers and escorting to bathroom
- Entertain children, read and tell stories with available materials, such as toys, books, puzzles, crafts
- Inform parents when first aid has been administered to a child
- Update daily registration sheet with departure time of each
- Organize room and sanitize toys that were used upon departure
- Check for safety issues, such as choking or other safety hazards on floors and furniture
- Identify and notify church staff or volunteer when items need replacement
- Follow St. Timothy's nursery policy to ensure health and safety of children's
- Attend required training and meetings including Safe Church and Safe Communities

Qualifications

- 18 years or older
- Knowledgeable in age level appropriate care of children
- Polite, friendly and courteous developing trusting relationships with all children and parent

Specifics

- Pay: \$20 per hour
- 2-3 hours per service
- Sunday mornings (2 hours a week) + availability for occasional special services (Christmas/Holy Week/Easter/etc.)

TO APPLY

- Please email a resumé and interview availability to Kathy Tate at kathy@saint-tims.org