

## **SHEPHERD OF THE HILLS PRESBYTERIAN CHURCH NURSERY CARE SUPERVISOR**

### **Role:**

*The role of the Nursery Care Supervisor is to create a safe, nurturing, and interactive environment for children up to and including four (4) years of age in the church's nursery, primarily on Sunday mornings. The Supervisor is responsible for providing care while meeting the needs of each child individually and developing positive and trusting relationships with all children, parents, and volunteers. Experience also includes working with a group of multi-aged children in a classroom with the addition of a volunteer. The Nursery Care Supervisor will be supervised by the Children & Family Ministry Coordinator.*

### **Essential Functions:**

- Ensure the safety and well-being of the children in the nursery.
- Ensure that proper cleaning procedures and equipment safety are maintained in the nursery and toddler room.
- Work effectively with a minimum of one volunteer each Sunday to collaborate in the care of the children.
- Maintain a culture of love, compassion and unity in the nursery.
- Provide age-appropriate care which may include; feeding, changing, escorting to the restroom, holding, comforting, and playing.
- Maintain registration forms and keep accurate attendance records.
- Other duties as assigned.

### **Expectations:**

- Will be paid one time per month on the last pay day of the month. Must complete an accurate timesheet and submit it to the Finance Manager four (4) days before each pay day.
- Must maintain a current CPR certificate and first aid certificate. Such certification shall be updated annually at the expense of the church. A copy of newly updated certification must be submitted to the Children & Family Ministry Coordinator for personnel file.
- Must be able to perform physical job duties of kneeling, sitting, lifting 30 pounds, and transferring children from one location to another.
- Must pass a Colorado Background check for hire and then at required intervals.

### Work Schedule:

Normal work hours are 9 a.m. to 11 a.m. each Sunday morning. Additional hours may be available during the week or evenings as our ministry grows, providing childcare for families with young children. Additional hours are not required, and would be based on availability. Compensation for any additional hours would be at the regular hourly rate of pay.

Approval for additional hours must come from the Children & Family Ministry Coordinator.

### Compensation:

The Nursery Care Supervisor will be compensated at the rate of \$18.00 per hour. Two (2) hours per Sunday are guaranteed compensation. As noted above, additional hours must receive prior approval from the Children & Family Ministry Coordinator.

The Nursery Care Supervisor will be eligible for two (2) Sundays or four (4) hours of paid time off each calendar year. Such time off shall be requested in advance if possible.

### To Apply:

Please send a resume to Shepherd of the Hills Presbyterian Church in care of Sandy Safford, Children & Family Ministry Coordinator by email to [ssafford@soth.net](mailto:ssafford@soth.net) with Nursery Care Supervisor as the Subject.