



NURSERY WORKER

Reports To: Early Childhood Coordinator

RESPONSIBILITIES AND DUTIES:

- Play with kids, feed them snacks, give infants their bottles, change diapers, participate in or lead lessons for Toddlers on Sunday mornings, greet parents and check-in kids.
- Follow the Nursery Procedures.
- Arrive at your scheduled time, which is usually 30 minutes prior to the service or class time, or obtain a sub for any times that you have to miss.
- Be available to work in the Infant, Toddler and Pre-K rooms when Nursery is provided during:
 - Sunday morning services
 - Wednesday mornings for Moms Connect
 - Wednesday evenings when adults and kids programs are provided
 - Thursday mornings for Bible Study classes
 - Thursday evenings when Care classes are provided
 - Other special event times
- Attend CPR and First Aid training.
- Attend two or three mandatory Staff meetings per year.
- Attend one or two Nursery training meetings per year.
- Help clean the toys in the rooms weekly.

FOLLOW THE 2-TO-1 RATIO PLAN

- Use the 2 adults to 1 child, or 1 adult to 2 children ratio at all times.
 - Never be one-to-one with a child.
 - Only allow children to enter the rooms when 2-to-1 becomes possible.
 - Always make bathroom trips with a minimum of two adults and one child or one adult and two children. Everyone goes on the bathroom trip if you cannot keep 2-to-1 in the room and 2-to-1 at the bathroom.
 - Keep the door propped open rather than entering with the child.
 - If a child requires help, another person must remain at the open door.
 - Remain in the hallway with security cameras when concerned.