

Highland Drive Baptist Church

Nursery Staff Job Description

2019

Purpose:

To provide dependable, safe, secure, and nurturing care to the children during HDBC regular services, ministries and special events, in a clean environment. Our nursery cares for children birth – three years of age.

Responsibilities:

Responsible for providing age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding, or sitting with and cheerfully interacting with children through games, stories, play and prayer. Universal precautions should always be used while changing diapers or time of bodily fluids.

Be polite, friendly, and courteous to all children, parents, and volunteers. If you have difficulty contact Kathryn or Diane.

Arrive 20 minutes prior to the 9:00 am service. Child care hours on Sunday Morning is 8:40 to 11:30, Sunday Night is 5:40 pm to 7:10. Wednesday night 6:10 pm to 7:40 pm. Nursery staff are required to work extra events, Women's Bible Study, Women's Movie nights just to name a few as needed.

Stay with children until they are securely with their parents.

Straighten toys and remove any bedding that has been used. Sanitize toys with Lysol.

Nursery staff should refrain from using their cell phones while supervising children.

Basic Qualifications:

Must be 18 years of age.

Must pass a background check.

Must be approved by the HDBC nursery director and personnel committee

Supervision:

Nursery staff will be supervised by the nursery director and assistant nursery director.

Hiring Process:

Applicants should submit a completed application to the HDBC nursery director.

The HDBC nursery director and member of the HDBC personnel committee will interview applicants.

Highland Drive Baptist Church

Nursery Worker Application



Date _____

Name _____ Primary Phone _____

Address _____

Birthdate _____ Email _____

Church Membership? Yes ____ No ____

If yes, church name and city _____

Have you every served in a church nursery (voluntary or paid)? Yes ____ No ____

If yes, church name and city _____

Are you willing to submit to a background check? Yes ____ No ____

Social Security Number (needed for background check) _____

Have you ever been arrested for any sex-related or child-abuse related crime? Yes ____ No ____

Have you read the job description and responsibilities for this position? Yes ____ No ____

Please list the names and contact information for three references.

Please return this completed form to Diane Proctor or to the HDBC church office.

515 East Highland Drive Jonesboro, Ar 72401