



# St. Stephen's Episcopal Church

## Nursery Assistant Job Description

The young children of St. Stephen's are vital members of our parish family. We celebrate their joy and energy, we recognize their gifts, and together we strive to nourish their spiritual development in an environment of safety, comfort, and loving care. Nursery Assistants work as a team to create this environment, which is their most important role. St. Stephen's Church Nursery is a trusted space for children age 4 and under while their parents attend worship or other church events. General responsibilities and guidelines related to this position are as follows:

1. The Nursery is open each Sunday September through May 8:30 a.m.–12:30 p.m. and 5-7 p.m. In the summer months, the nursery is open 9:30-11:30 a.m. and 5-7 p.m. each Sunday. Nursery Assistants must work at least 3 out of 4 Sundays per month. They may work either morning or evening shifts, or both, depending upon their availability.
2. Nursery Assistants should notify the Nursery Coordinator of any concerns with children, families, nursery staff, or staffing schedules. The Nursery Coordinator will create a schedule for each month, taking into consideration the availability of each Nursery Assistant. The Director of Children's Ministry oversees the Nursery.
3. Nursery Assistants are responsible for ensuring children are signed in and out and that their belongings are returned to parents with them when they leave.
4. Nursery staff and any volunteers who may assist should follow procedures outlined by Safe Church practices. Any concerns in this area should be directed to the Director of Children's Ministry. All nursery staff and volunteers must complete background checks and Safe Church online training before beginning employment and at regular intervals for recertification.
5. On occasion, there may be a request for the nursery to be open for special church events on evenings or weekends. If the Nursery Coordinator and/or nursery staff are available to work those events, they will be paid hourly.
6. While children are in the nursery, all workers are discouraged from using their personal cell phones for calls or texting unless there is an emergency.
7. In the case of illness during scheduled working hours, contact the Nursery Coordinator no later than 8 a.m. Sunday morning or 4 p.m. Sunday afternoon. If at all possible, please provide earlier notice.
8. As employees of St. Stephen's Episcopal Church, Nursery Assistants are expected to follow the general policies in the St. Stephen's Personnel Manual.
9. Nursery Assistants are compensated at a rate of \$25/hour, paid semi-monthly.