

**ASCENSION LUTHERAN CHURCH
NURSERY CO-DIRECTOR
JOB DESCRIPTION**

Position Summary: The Nursery Co-Director is responsible for providing a safe and warm environment in the nursery and for recruiting, training, and overseeing nursery volunteers and supervising children. This position is shared between two people, working every other week (2 weeks per month) or as determined.

Reports to: The Coordinator for Children, Youth and Family Ministry

Needed Skills and Qualifications:

1. Competence in making sure that the nursery is a safe and supportive place.
2. Ability to interact positively with children and parents.
3. Knowledge of how to care for babies, toddlers and small children.
4. Ability to supervise and encourage adult and adolescent volunteers.
5. Commitment to seeing the nursery as a vital part of the Christian nurturing ministry of the church.
6. Must hold current CPR certification and satisfactorily complete required background checks.
7. While performing the duties of this job description must be able to stand, walk, sit, reach, stoop, kneel, crouch or crawl, talk, hear, and use hands to finger, handle, or feel. Will frequently need to lift and move up to 40 pounds.

Tasks to be Performed:

1. Supervise and lovingly care for children.
2. Make the nursery a safe, stimulating and secure environment.
3. Open the nursery 15 minutes before the beginning of services.
4. Assure that the nursery is properly staffed until all children are picked up and the room cleaned up and toys sanitized.
5. See that the room is in order and cleaned up when the nursery is closed.
6. Notify parents in case of emergency.
7. Make sure parents sign-in when children are dropped off/sign out when leaving.
8. There will be a minimum of 2 Nursery caregivers present at all times on Sundays; one Co-Director and one volunteer.
9. Notify Coor. for Children, Youth and Family Min. when supplies need to be restocked.
10. Satisfactorily complete required background checks and follow ups.
11. Assure Compliance with the "Policy of Ascension Lutheran Church for Making the Nursery a Safe Place for Children" and the "Safe Sanctuary" Policy.
12. Assure that no child is released to anyone except an authorized parent, guardian, or other authorized person. Be sure doors remain closed to keep the children safe in the nursery. Do not allow the children to leave the room unsupervised for any reason.
13. Other tasks as assigned by the Coordinator for Children, Youth and Family Ministry.
14. Maintain **CONFIDENTIALITY** of all personal and private information acquired in the performance of this position.
15. Normal duty hours shall be: 9:15 to 12:00 for 1 service (or whenever Education time ends and children are picked up) This would count as 3 hours for pay purposes. Summer hours: 9:15 to 11:15. This would count at 2 hours for pay purposes.
16. Assure that a telephone is available in the Nursery at all times when children are present.

Annual Review: Annually by the Coordinator for Children, Youth and Family Ministry.

New Hire Probationary Period: All new employees must serve a six-month probationary period. The Personnel Committee may require a longer probationary period for certain job positions. Probation is the first six continuous months of employment immediately after hiring during which the employee's work behaviors and job performance are observed to determine fitness for the job position. For the purpose of this policy section, "continuous months" means months of service without a break in employment. If an employee is absent from the workplace for one or more full calendar months during the probationary

period, that time is not counted toward the completion of the probationary period. The probationary period is extended by the number of full calendar months the employee is on paid or unpaid leave. The church has the right to dismiss employees without advance notice or cause during the probationary period. Such dismissals may be based solely on a determination that the employee is not suited to the position. Employees dismissed during the probationary period do not have the right to file a grievance. During the probationary period, performance reviews will be conducted in accordance with Section 5.2 of Personnel Policies of Ascension Lutheran Church. An extension of the probationary period should be considered a rare circumstance and must be approved in advance by the Personnel Committee. A request to extend the probationary period will include the reason(s) to extend, time frame and a performance plan for the probationary employee.

Salary: \$45 per week worked on Sundays during the school year. \$30 per week worked during the summer.

Duty Hours 9:15 to 12:00 for one service or whenever Education time ends and children are picked up. The goal is to encourage young parents to stay and attend Adult Forum. If there are no children in attendance the extra time may be used to review/write policies, train volunteers, clean toys, or other duties as directed. Summer schedule for one service/no Sunday School: 9:15 till 11:15.

NOTE:

This document does not create an employment contract, implied or otherwise, other than an “at will” employment relationship. It is intended to describe the general nature of this job and the level of work to be performed. Some expectations may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves and others.

Your signature below acknowledges receipt of this job description and understanding of the expectations set forth.

Employee Signature

Date

MISSION STATEMENT

We, the members of Ascension Lutheran Church, gratefully rooted in the Good News of God's Grace, proclaim our partnership with the whole church of God and give ourselves to worship, witness and service.