



The United Parish in Brookline
210 Harvard Street, Brookline, MA 02446

JOB DESCRIPTION
JOB TITLE: NURSERY WORKER

JOB TYPE: Non-Exempt, Part-Time, Temporary Position

WORK HOURS: Sundays, typically from 9:15 a.m. to 12:30 p.m. Occasionally from 9:15 a.m. until 2 p.m. and reduced hours of 9:45 a.m. to 11:15 a.m. on Sundays from June through August. Sporadic weekday evenings for certain services throughout the church year (Advent, Lent, Holy Week) or other weeknight programs for adults.

SUPERVISOR: Nursery Supervisor and Associate Pastor

JOB SUMMARY:

To provide child care for infants and young children who attend the United Parish nursery on Sunday mornings or other church events. The focus of this job is to provide a safe, secure, nurturing, clean and efficient environment to care for and engage the children of UP. Child care includes playing with the children or directing play, reading to the children, assisting in art crafts and activities, praying for/with the children, and exhibiting Christ-like patience, love and understanding.

WORKING RELATIONSHIPS:

1. Develops and maintains an open and honest relationship with the Nursery Supervisor and Associate Pastor.
2. Works as a team with other adult and youth nursery staff, including guiding, supervising and mentoring volunteers.
3. Coordinates with parents and other nursery workers to meet children's special needs (allergies, toileting/diapering, food) and to maintain a safe environment for all.
4. Respects and welcomes all parents and families with a friendly demeanor.
5. Respects and cares for the children – they will be your toughest boss!

ESSENTIAL FUNCTIONS OF THE JOB:

The Nursery Worker's responsibilities include, but are not limited to:

1. Arriving promptly and being present for the entire work shift in order to ensure coverage; remembering to sign up for and respect shifts indicated on Google doc.
2. Wearing a name tag and greeting parents and children with a smile.
3. Obtaining any pertinent information about the needs or schedules of the children being entrusted to nursery care.

4. Maintaining and leading a curriculum structure throughout the day of “open play,” snack time, story time, craft/activity, and clean up. This will incorporate some type of early childhood ministry geared toward a Bible story.
5. Ensuring that every child’s diaper is changed as needed before parent’s pick up. Encouraging potty training children to “try” when needed, as well as right before pick up.
6. Helping children tidy up the room before they leave, and finishing/helping Nursery Supervisor with any remaining cleaning after their departure.
7. Maintaining a safe, hygienic, and energetic environment for the children, including attending to needs for food, diapering, play, and comfort.
8. Complying with the church’s Safe Church Policy.
9. Responding appropriately to emergencies, injuries, or other incidents.

PERFORMANCE REQUIREMENTS:

Interest in and experience with infant and child care.

Must be comfortable facilitating play and activities for active children.

Must be reliable, mature, calm and loving.

Ability to:

- Deal with several children who are separated from their parents.
- Care for and change infants.
- Facilitate play and activities for active children.
- Provide direction and mentoring to youth nursery workers/volunteers.
- Maintain a clean, well-organized environment.
- Interact with parents and other caretakers in a mature, reassuring manner.

WORKING ENVIRONMENT:

Work is performed in the interior of the church building and occasionally, if weather permits, in the outdoor play space on the church grounds.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Some demonstrated experience in child or infant care and/or other position of responsibility.
- Must be over 18 with a high school diploma.
- Must successfully complete church-provided training in child care and safety.
- A successful CORI clearance is a pre-condition to employment.
- Must be Red Cross/CPR Certified.
- Demonstrate proof of vaccination against COVID and comply with all policies (i.e., Safe Church, COVID compliance) and procedures established by United Parish.