

**Cross Roads Presbyterian Church**  
**2310 Haymaker Road, Monroeville, Pennsylvania, 15146**  
**412.372.2226**

Position: Part-Time Sunday Morning Nursery Care

Wage: \$11 per hour/ Year Round Position

Hours: 9:30-11:30 every Sunday. Special evening service may include Ash Wednesday, Maundy Thursday, Good Friday, Christmas Eve, times for special evening services are TBD.

Qualifications and responsibilities of the successful applicant are as follows:

**Qualifications:**

1. Must be at least 21 years of age.
2. Have experience in childcare.
3. Exhibit a commitment to the Christian faith and the sharing of that faith with all involved in this ministry.
4. Present a warm and friendly personality, be sensitive to the feelings and needs of others, be able to relate well to the children and to their parents.
5. Possess the skills and willingness necessary to work alongside and assist volunteers in the care of children.
6. Must be able to lift up to 25 lbs. to assist in the periodic moving of any necessary nursery equipment.
7. Comply with all policies of Cross Roads Presbyterian Church.

**Responsibilities:**

1. Maintain a safe, orderly, relaxed and loving nursery atmosphere in which both adult volunteer and child will experience acceptance and where celebration of God's love is openly lived and expressed.
2. Spread the love of God to the children by utilizing Christian materials (books, curriculum, posters) provided by Director of Children's Ministry.
3. Arrive promptly at least ½ hour previous to service to prepare the room and be ready to welcome children and parents.
4. Prepare pager system and sign in sheet (Form 14 in Child Protection Policy) making sure that pagers are working, that there are fresh batteries available and ample sign in sheets.
5. Make sure all required paperwork is filled out. If the child visits the nursery more than once in a short time, please ensure that they receive a copy of our nursery policies (Form 12 in Child Protection Policy) and fill out a nursery registration form (Form 13 in Child Protection Policy).
6. Remain through the end of the service till every child is picked up and the nursery is cleaned and ready for Mondays. This includes: a) wipe down all toys/equipment/high chairs used during the service b) put away all play equipment, snacks and supplies, including pager system c) sweep any crumbs or wipe up any spills d) take garbage including any dirty diapers and put it in the dumpster.

7. Understand fire drill and/or evacuation procedures, and knowledge of the location of first aid supplies. Be prepared in case of an emergency.
8. Inform the Director of Children's Minister of any noteworthy or serious classroom occurrence or any supply needs in a timely manner using the appropriate form.
9. Participate in a yearly planning/evaluation meeting(s) with the Director of Children's Ministry, the Senior Pastor and the Personnel Liaison.
10. Attend training sessions or first aid classes as deemed necessary by the Director of Children's Ministry.
11. Perform other duties as may be assigned that would be related to the care of children.

#### **Employment Details:**

1. Successfully complete a 12-week probation period.
2. Upon completion of the 12-week probation period, Nursery Caregiver will be paid for four personal days per year (one personal day is earned per quarter).
3. Personal days must be approved one month in advance by the Director of Children's Ministry.
4. Must be available to work every Sunday; Non-negotiable days – Christmas Eve and Easter Morning.
5. Will be first called for other paid nursery care needs at other times at Cross Roads Presbyterian Church, but has right to refuse. Not required as part of this position.
6. Nursery Caregiver will be paid an hourly wage; paychecks are distributed twice a month.

#### **Relationships and Communication:**

The Sunday Morning Caregiver is accountable to the Director of Children's Ministries and is subject to the authority of the Senior Pastor and the Session of Cross Roads Presbyterian Church.

#### **Clearances:**

All employees of Cross Roads Presbyterian Church who are hired to work with children must obtain their Act 33 and 34 Clearances, PA Criminal Background check, PA Cogent Fingerprinting and take the online PA Mandatory Child Abuse Reporting course (approximately 3 hours in length).

#### **To Apply:**

Interested candidates should send a letter of interest to: Reverend Lori Bass-Riley, Director of Children's Ministries, Cross Roads Presbyterian Church, 2310 Haymaker Road, Monroeville, Pennsylvania, 15146. Please provide information on experience working with children, along with relevant education, job history and a minimum three references. Applications will be accepted until the position is filled, with preference given to those who apply by August 10, 2018.

For more information: [child-ministry@verizon.net](mailto:child-ministry@verizon.net).