



The United Church of Hinesburg
P.O. Box 39, Hinesburg, VT 05461
Office: 802-482-3352 unitedchurch@gmavt.net
Web Address: ucofh.org

May 26, 2022

NURSERY CARE PROVIDER

HOURS: 9:30 a.m. – 11:30 a.m. Sunday mornings

SALARY: \$40.00/week

QUALIFICATIONS:

- Must be at least 18 years of age and meet all requirements outlined within our Safe Church Policy.
- Must be certified in CPR and basic first aid and comply with 'safe church' policies and requirements
- Willingness to work every Sunday morning, including Easter Sunday. Will not be required to work on Christmas and New Year's Day when these holidays fall on a Sunday. Arrangements must be made with the Administrative Assistant for coverage of a planned absence.
- Childcare experience preferred. References and background check required.
- Will report to Pastor Assistant

DESCRIPTION OF DUTIES:

- Ensure that registration forms are received in a timely manner
- Maintain a safe nursery environment for all children.
- Greet and welcome children and their parents into the nursery/toddler room
- Engage children in age-appropriate activities such as stories, simple games or crafts
- Keep children comfortable and safe
- Pick up the nursery room after the morning session
- Sanitize the room (spray toys used, etc.) as required

If no children are dropped off in the toddler/nursery room the Nursery care provider will remain on site during the church service hours and provide assistance to other Sunday School teachers as needed.

Typical Sunday Routine:

9:30 a.m. – Arrive at the church nursery and do any necessary setup to be ready to welcome children to the nursery. Children 4 years of age and under (or not yet of kindergarten age) are welcome to use the nursery.

9:45 a.m. – Children will start arriving. Parents should sign-in their children when they drop them off listing their child's name on the attendance sheet posted next to the door of the Nursery. If they are arriving for the first time, welcome the parents to the nursery and ask them

for any details you should know about their child. Parents should notify you when they pick their children up.

10:00 – 10:45 a.m. – Age appropriate activities may include simple games, story books and crafts

11:00 – 11:15 a.m. – Parents pick up their children and notify you. Pick up toys and if any of the children have been sneezing, coughing, or have put the toys in their mouths, those toys that have been played with must be sanitized before they are put away.

11:30 a.m. - Depart

Employee's Signature

Date

UCH Representative

Date