

Nursery Assistant Position Description

Purpose

To assist the Nursery Coordinator in providing for the nurture and safety of the children receiving care in the nursery.

Responsibilities

1. Assist the Nursery Coordinator with the operations of the nursery and effectively perform tasks as assigned by the Nursery Coordinator.
2. Act to ensure the safety, security, and well-being of the children in the nursery.
 - a. Report any safety or security concerns to the Nursery Coordinator. If the issue is not addressed in a timely manner, report such issues to the Pastor or Christian Education Team.
3. Be able to operate check-in hardware and software and assist families with the registration process.
4. Be a compassionate, Christ-like presence to nursery children and their families.
5. Maintain active CPR and First Aid certifications.

Accountability

The immediate, day-to-day supervisor for the Nursery Assistant is the Nursery Coordinator. The Nursery Assistant is ultimately accountable to the Session of Cooks Creek as the governing body of the congregation through the Pastor who serves as the head of the staff and direct supervisor.

Relationships

The Nursery Assistant works under the programmatic direction and day-to-day supervision of the Nursery Coordinator and should build and maintain a healthy, appropriate, and collegial relationship with the Nursery Coordinator.

The Nursery Assistant will work closely with nursery volunteers and should maintain healthy and collegial relationships with nursery volunteers. The Nursery Assistant is supported by the Christian Education Team, a team of the Session, to carry out nursery operations.

Job issues or personnel matters should be taken to the Pastor. If it is a matter that cannot be taken to the Pastor, it should be reported to the Administration Team. Additional detail and other personnel matters are addressed in the *Cooks Creek Operations Manual*.

The Nursery Assistant should maintain healthy, appropriate, and positive relationships with all staff, members, worshippers, and visitors at Cooks Creek, and should be a positive, Christ-honoring representative of the church to the community.

Hours and Absences

The typical hours for this position are Sundays from 9:15am to 12:00pm. Opportunities for additional hours during other church events may be available. If the Nursery Assistant needs to be absent from assigned hours, the Nursery Coordinator will be contacted immediately and arrangements for a replacement will be determined by the Nursery Coordinator.

Performance Review

The Pastor or Administration Team shall conduct a performance review for this position at least annually which will include a review of job performance and a review of the position description.

Compensation

All forms of compensation, including salary and benefits, are reviewed by the Session at least annually. The compensation for this position is detailed in the employment agreement for this position.

Additional Policies

The policies and procedures of the church are contained in the *Cooks Creek Operating Manual*. All staff shall be given a printed copy of the *Manual* upon hire and shall always have access to an electronic version. All staff will be informed with the *Manual* is revised.

Expectations

All staff are expected to conduct themselves professionally and in a Christ-honoring manner at all times while representing the church. This includes being able to work with and communicate compassionately and effectively with all the people of the church and community.

All staff should expect to work in a caring, supportive environment where they can display their gifts and talents while growing personally and professionally. Any staff person, congregant, or community member who speaks or acts in such a way as to create a hostile or unsupportive environment should be reported immediately to the Pastor or Administration Team.