

## **PLEASANT GROVE BAPTIST CHURCH (PGBC)**

### **Wednesday Evening Nursery Worker Job Description**

September 29, 2025

#### **Purpose:**

To provide safe, secure, and nurturing care to children, ages 0 – 3 years of age during Wednesday evening services. Position reports to the Senior Pastor.

#### **Responsibilities:**

To provide age-appropriate childcare which may include: feeding, changing diapers, escorting to the bathroom and assisting as necessary, maintaining a safe environment, holding, sitting with and cheerfully interacting through music, stories, play and prayer.

In the event of child illness or injury, render appropriate first aid and promptly notify the parent via PGBC approved methods. Document any injury in writing.

Before children arrive and after they leave, wipe down surfaces and clean the toys using Clorox wipes (provided in the room). Take out soiled diapers and trash.

Remain in the room until all children are picked up by the child's parent, guardian or adult named on the child's registration form. Children may not be released to minors.

Provide a time of learning through activities, stories, music, nature, play and a time of sharing and learning about God and His Word. This should be appropriate to the age and developmental abilities of the children.

Attend an evaluation after a 90-day probationary period and annually thereafter, or as may be deemed necessary.

Notify the nursery coordinator of 1) Any planned absences with a minimum of a two-week notice, or 2) Any unplanned absences at least two hours prior to the start of shift.

Hours: Wednesday from 5:45 PM till 8:15 PM. In the event that services for Wednesday are cancelled due to inclement weather or some other unforeseen event, you are not expected to work for those days.

While working, personal phone usage and social media are not permitted. Constant attention must be given to the children in your care at all times.

If your children attend with you, they are expected to participate in the program available for their age and not be in the nursery.

**Compensation:**

\$20 per hour

**Qualifications:**

The person selected for this position must be a sensitive and mature individual, growing in and modeling the Christian faith, who is able to relate in a positive way to children and adults.

Be at least 18 years of age and able to lift up to 50 lbs without assistance. Satisfactory completion of a background check and proof of high school graduation or GED.

Satisfactory completion of CPR training for infants and children within the last two years and maintain certification during the tenure of employment.

Experience in caring for children between the ages of 0 – 3 years of age. Experience in a daycare or preschool environment is preferred.

Provide documentation of current TB test result.

Three references, two of whom must be able to speak to your ability to care for children.

**Termination Policy:**

There will be a 90-day probationary period where either party may terminate employment without cause. Beyond this a two-week notice is expected.

Dependability is essential. Tardiness and excessive absences will not be tolerated and will result in termination of employment.

Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member. Termination may occur for failure to carry out job duties as described above.