

UNITY OF KALAMAZOO

Job Title: Nursery Staff

Reports To: Youth and Family Ministry Director

Status: Part-time hourly (Sunday mornings)

Description: The Nursery Staff is to help love and care for infants and toddlers during Sunday services.

Duties and Responsibilities

1. Arrive on Sunday 30 minutes prior to service (9:30 am) to prepare the room.
2. Greet infants, toddlers and their caregivers as they arrive. Label all their personal belongings. Answer parents' questions regarding nursery care and activities provided.
3. Invite caregivers to complete an YFM Registration Card.
4. Be sure sign-in information is complete. Pay attention to any special needs mentioned and write them down on the sign-in sheet.
5. Assure parents that we will contact them if their child is exceptionally fussy.
6. Supervise and attend to the needs of the infants and toddlers.
7. Present nursery lesson based on curriculum supplied by YFM Director.
8. Help to make sure infants and toddlers are signed out by the same adult that signed them in, unless the parent has notified you of other arrangements.
9. Place any toys that are mouthed or played with in the specified container for cleaning.
10. Sanitize toys and equipment as you clean up room.
11. Dispose of any dirty diapers in the dumpster outside.
12. Discard all equipment deemed unsafe for infants' use, informing the Director.
13. Inform Director of any supplies that are running low.

Working Conditions and Physical Expectations

1. Able to bend down and get up from the floor with ease.
2. Able to sit on the floor or on small chairs. Work is performed in an interior childcare environment.
3. Ability to pick up and hold small babies/toddlers up to 40 pounds without injury.

Minimum Requirements

1. Must be 18 years old.
2. Able to work Sunday mornings.
3. Loves children, especially infant and toddlers.
4. Comes spiritually prepared and sets a spiritual tone through a positive demeanor and words.
5. Displays flexibility, spontaneity and enthusiasm.
6. Willing to learn and use nursery philosophy in working with children.
7. Exhibits effective customer service and communication skills- professional but warm.
8. Flexible and adaptable to children with varying needs.
9. Able to work well as a member of a team with minimal supervision.
10. Prefer knowledge of Unity principles (call forth the wisdom from within children, to allow them to follow the harmonious law of their own soul's unfoldment).
11. Prefer someone with education classes or a degree in early childhood education.
12. Prefer CPR certified.

Compensation: \$25-\$40 a Sunday (average 2 hours a Sunday)

To apply send resume to: office@unitykalamazoo.com or

Attn: Tracy Process

Unity of Kalamazoo

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