

Job Description: Nursery Care Providers
Trinity Church, Swarthmore

Positions: The Nursery Care Providers receive children, infants to Pre-K, on Sunday mornings, and offer age-appropriate care.

Hours/Wages:

- Hours: Sundays, 9am – 12:30pm
- Wages: \$16/hour, negotiable. Some experience in childcare preferred.

Training and Supervision: The Nursery Care Providers report to the Coordinator for Children's Ministries. The Rector (senior pastor) may also provide an alternate contact in case the Coordinator is unreachable during class hours on Sundays. Background checks are required and will be paid for by the Church. Training needs will be assessed on an individual basis. Administrative needs are supported by the Office Administrator.

Responsibilities:

1. Receive and sign in all children, beginning at 9am.
2. Engage with children in developmentally appropriate activities.
3. Alert parents of any significant problems with their children.
4. Work through any systemic issues with the Coordinator for Children's Ministries.
5. Keep a log of all children in care, with time in and time out.
6. Keep track of hours and submit monthly to the Coordinator, copying the Office Administrator.