

# **Clarendon United Methodist Church NURSERY**

## **Teacher 2**

### **Position Description**

This is an hourly position (2 hours per week) providing care for infants and toddlers during the Sunday educational and worship programs of Clarendon United Methodist Church. Additional hours may be negotiated for special programs and meetings as needed.

### **Specific Duties**

**Duties include but are not limited to the following:**

- Staff the nursery from 10:00 a.m. until 12:00 p.m. including set-up and clean up.
- Greet parents and children upon arrival; comfort and actively interact with children; serve snacks provided by parents; maintain good hygiene by washing children's hands, wiping down eating surfaces, and removing mouthed toys from play until they can be washed; diaper children as necessary, following guidelines provided by CUMC; and maintain a safe and loving environment at all times.

### **Supervisory Duties**

- Monitor nursery supplies and communicate needs to the Associate Pastor or CUMC Administrative Assistant.
- Supervise volunteers as needed.
- Report hours worked to CUMC business manager.

### **Qualifications**

- Must be a mature, responsible, and loving adult with experience in childcare and good English communication skills.
- Must agree to background check.
- Infant/Child CPR and First Aid certification must be provided within 60 days of hire.

### **Accountability & Evaluation**

- The nursery teacher works under the supervision of the Associate Pastor.
- A performance review will be conducted after 90 days and annually thereafter.