



**ST. MICHAEL CATHOLIC CHURCH
MINISTRY DESCRIPTION**

POSITION: Nursery Caregiver

The principal duty of all employees is to assist in the mission of the Church in the Diocese of Fort Worth. This job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

MINISTRY DESCRIPTION:

Provides professional child care during parish activities and is a part of the Nursery team in the care of the parish children.

SUPERVISOR: Nursery Coordinator **TYPE:** Non-Exempt, Occasional, under 20 hours/week

RESPONSIBILITIES:

- Ensures the safety and health of the children.
- Maintains a safe and pleasant environment.
- Participates in sign-in and registration of children.
- Provides crafts and activities.
- Reads stories, sing, songs, play games.
- Supervises appropriate use of crayons, scissors, and toys.
- Supervises children in hygiene.
- Maintains discipline. Supervises children in clean-up of toys.
- Serves snacks, drinks, and/or meals.
- Responsible for clean-up of the room. Cleans tables, sweeps floors, stacks chairs, and returns equipment to storage areas.
- Locks nursery rooms and C-wing, when necessary.
- When ill or unable to sit, finds a replacement from the nursery staff and notifies the coordinator of the change.
- Attends monthly nursery staff meetings.
- Participates in Special Cleaning Days.
- Performs all other duties as assigned.

QUALIFICATIONS:

- Practicing Catholic, faithful to the Magisterium, and in good standing with the Catholic Church.
- Successful completion of the Diocesan Safe Environment process.
- High School Diploma
- Experience in caring for children.
- CPR/AED Certified, obtainable after hire.
- Able to lift 25 lbs., change diapers, handle unpleasant situations.
- Bi-lingual is a plus

Employee Signature

Date

Supervisor Signature

Date