

First Presbyterian Church of West Chester

Position Description – Nursery Assistant

PURPOSE OF POSITION:

To help provide care for infants and toddlers (up to three years old) during the 9:00 and 10:45 Sunday morning worship services. Nursery Assistants may also be asked to work for holiday services, New Member classes or other special events as needed.

GENERAL RESPONSIBILITIES:

1. Be a warm, attentive care giver – play, feed, change and build relationships with the children – so their time at church is a pleasant experience.
2. Be on time and prepared to provide care when working in the nursery. In general, Nursery Assistants should arrive 15 minutes before the start of the church event and be prepared to stay until 15 minutes after the anticipated conclusion of the event (or until all children are picked up by their parents).
3. When necessary, remind parents to sign their child in and out each time they use the nursery.
4. Assist the Nursery Coordinator in putting the nursery in order between services and after programming has concluded for the day.
5. If ill or unable to work, contact the Nursery Coordinator to make arrangements for a replacement.
6. In the event of problems and you do not receive satisfaction from the Nursery Coordinator, contact the Director of Faith Formation.
7. As necessary, in the event of a child's injury or accident, assist the Nursery Coordinator in informing parents and filling out an injury/accident form.

EMPLOYMENT DETAILS

1. Nursery Assistants will be paid \$16.50/hour.
2. All employees of First Presbyterian Church of West Chester, including Nursery Assistants, must complete 3 background checks and a child abuse prevention training class prior to starting work. The church will reimburse these costs.

5/2025