

**Announcement # - NBAME – 2010 - 003**

**POSITION TITLE: Nursery Care Giver**

**REPORTS TO: Senior Pastor, Assistant Pastor, or designee**

**Job Summary – (Role Summary)**

The Nursery Care Giver will provide proper professional child care and nurturing for all infants and preschool aged children during worship services and special services and church events as required. The Nursery Care Giver is directly responsible for the security and safety of all children under their care while in the nursery.

**Essential Duties and Responsibilities – (Key Activities)**

- Arrive at least 30 minutes prior to services or special events and remain until children are picked up and room is cleaned
- Welcome children and their parents into the nursery
- Ensure all children are signed in and out by their parents and that all bottles or articles left in nursery are labeled with the child's name
- Engage children in activities and care for babies as needed; while maintaining a safe environment
- Ensures room is sanitized after each use
- Prepares list of snacks and other supplies needed and maintains supply list
- Maintain list of parent helpers
- Inform church of absences in advance and maintain updated list of established substitutes
- Performs other duties as assigned

**QUALIFICATIONS**

**Education**

- GED or high school equivalency
- Bachelor's Degree preferred

**Experience**

- Background in child care or early childhood development preferred
- Must be a nurturing, caring, patient caregiver who enjoys working with young children
- Minimum of three years working in AME Church

**Technical Skills and Knowledge**

- Organizational skills

**PHYSICAL REQUIREMENTS**

- Active work

**ADDITIONAL REQUIREMENTS**

- Mandatory background check
- Bonded or have the ability to be bonded
- CPR and First Aid certification required (or ability to become certified)

New Bethel A.M.E. Church  
8350 Rockbridge Road  
Lithonia, GA 30058

**SALARY/Hours**

- \$10/hr PT - 10 hours/week (or as needed for special services and church events)