



# St. Stephen's Episcopal Church

## Nursery Assistant

The young children of St. Stephen's Church are vital members of our parish family. We celebrate their joy and energy, we recognize their gifts, and we strive to nourish their spiritual development in an environment of safety, comfort, and loving care. Nursery assistants work as a team to create this environment, which is their most important role. St. Stephen's nursery is a trusted space for parents to take their children age 4 and under while they attend worship or other church events. The Director of Children's Ministry oversees the nursery.

Experience with children in educational, childcare, or church settings is preferred. After reading the following responsibilities and guidelines below, applicants should email a letter of interest and resume to the Rev. Abby Kocher, director of children's ministry, [akocher@ststephens.rva.org](mailto:akocher@ststephens.rva.org).

### General responsibilities and guidelines related to this position

1. The nursery is open each Sunday September through May from 8:30 a.m. to 12:30 p.m. and 5 to 7 p.m. In the summer, the nursery is open from 9:30 a.m. to 11:30 a.m. and 5 to 7 p.m. each Sunday. Nursery assistants must work at least 3 out of 4 Sundays per month. They may work either morning or evening shifts, or both, depending upon their availability.
2. Nursery assistants should notify the nursery coordinator of any concerns with children, families, nursery staff, or staffing schedules. The nursery coordinator will create a schedule for each month, taking into consideration the availability of each nursery assistant.
3. Nursery assistants are responsible for ensuring children are signed in and out and that their belongings are returned to parents when they pick up their child.
4. Nursery staff and any volunteers who may assist must follow procedures outlined by Safe Church practices. Any concerns in this area should be directed to the director of children's ministry. All nursery staff and volunteers need to complete background checks and Safe Church online training before beginning employment and at regular intervals for recertification.
5. On occasion, there may be a request for the nursery to be open for special church events during evenings or weekends. If the nursery coordinator and/or nursery staff are available to work during those events, they will be paid hourly.
6. While children are in the nursery, all workers are discouraged from using their personal cell phones for calls or texting unless there is an emergency.
7. If a nursery worker cannot work during scheduled hours due to illness, contact the nursery coordinator as early as possible, and no later than 8 a.m. Sunday morning or 4 p.m. Sunday afternoon.
8. As employees of St. Stephen's Episcopal Church, nursery assistants are expected to follow the general policies in St. Stephen's personnel manual.
9. Nursery assistants are compensated at a rate of \$25/hour, paid semi-monthly.