

Nursery Care Staff Person
Job Description
September 2025

Reports to: The Rector or another supervisor as designated by the Rector.

Status: Part-time

FLSA: Non-exempt and hourly position

Job Summary

The Nursery Care Staff Person will provide for the physical, emotional and intellectual stimulation and safety of children ages 0-3 while working in St. Paul's Episcopal Church's nursery. The Nursery Care Staff Person works under the direction of the Rector and with the Director of Religious Education and Youth Director.

The Nursery Care Staff Person will work with the Rector and Director of Religious Education and Youth Director in planning the overall curriculum and program for nursery participants. They will be background checked, be certified in the Episcopal Diocese of Ohio's Safe Church Training, and kept up to date with other diocesan and parish requirements for Safe Church practices. The Nursery Care Staff Person will communicate with infant and toddler families along with the wider congregation about upcoming events or announcements relating to the nursery.

Essential Functions:

- Be polite, friendly and courteous to all children, parents, and volunteers.
- Greets each child and calls them by name when dropped off by parent(s)/guardians.
- Speak in a gentle tone of voice to the children.
- Knowledge of the age appropriate needs for children 0-3 years.
- Ability to adapt and interact with a variety of personalities/characteristics common to children ages 0-3 years.
- Stability of physical, mental and emotional health.
- Willingness to submit to background and drug screenings.
- Absences will be communicated in advance to the Rector
- Delegates tasks that can be completed by parish or adult volunteers
- Maintains current American Heart Association (AHA) CPR training for infants and children.
- Arrives on time to the nursery at least 15 minutes prior to the service (9:45am) and stays until all children are secured with a responsible adult named on the child's registration form.
- Maintains good handwashing/hand hygiene after diaper changes and after assisting children with tissues for coughs, sneezes or runny noses.
- Communicates needs for supplies, snacks, etc. to the Rector
- Engages children in organized activities while staying in nursery, i.e. age appropriate songs, stories, lessons, crafts, etc.
- Ensures safety of the nursery environment, i.e. cleaning products and medications

stored out of reach of children, outlet covers on electrical outlets, etc.

- Coordinate and communicate events and calendar with Director of Religious Education and Youth Director and the Rector

Other Responsibilities

- Occasionally write a newsletter article and write an update for the parish annual meeting booklet
- Attend bi-monthly staff meetings (in person or Zoom)
- Dependability is essential, tardiness and excessive unscheduled absences may result in termination of employment.
- The Rector will conduct job performance meeting annually
- Paid Nursery workers are expected to work holidays that fall on Sunday and may be asked to work additional hours during busy times, i.e. Holy week.

Minimum Qualifications:

- High School Diploma or GED equivalent
- At least two years of experience working with early childhood education coursework or comparable relevant experience
- Ability to work on and communicate through computers and email
- Ability to work independently and to delegate tasks appropriately
- Safe Church trained and regularly updated on training from The Episcopal Church and Episcopal Diocese of Ohio when needed
- Pass background check by Episcopal Diocese of Ohio

Physical Requirements:

This position requires the ability to work in a church building that has multiple levels (stairs and an elevator), to communicate with infants and toddlers and their parents/guardians, and congregation (a range of ages of people), to move freely in and out of different settings, some of which may have limited accessibility, and to be able to lift and carry up to 35lbs.

Core Competencies:*

- **Core Competency #1 Compassion and Care**
- **Core Competency #2 Flexibility**
- **Core Competency #3 Informing Others**
- **Core Competency #4 Openness to change**

This position will be for 2-4 hours per week. Candidates for this position must complete a required background check. The individual hired will report to the Rector and/or other staff as designated.

If you are interested, please submit a resume to the Rev. Kelly Aughenbaugh at: Kelly@stpauls-medina.org or call 216-673-3974 with any questions. Thank you.

***Compassion and Care:** Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and boundaried expressions of care.

Flexibility: Children and youth ministry work may evolve and change depending on the needs of the children, youth, and ministry context. Willingness and openness to adapt as needed, share information and communicate when changes happen. Working with the resources given at a particular time.

Informing Others: Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and transparent in the sharing of information.

Openness to change: Church spaces, family structures, and technology have changed throughout time. Willingness to adapt to the context of who is here now, and shift programs and events to fit the needs of the children and youth who are present and work with the congregation in new and creative ways to meet the goals of the children and youth ministry.