

First Congregational Church of Haddam (FCCH)  
905 Saybrook Road  
Haddam, CT 06438

Higganum Congregational Church (HCC)  
23 Parsonage Road  
Higganum, CT 06441

### JOB DESCRIPTION

**POSITION TITLE:** Nursery Care Worker      **DATE:** November 14, 2019

**REPORTS TO:**      **SUPERVISES/MANAGES:** N/A

- Christian Education Director
- Pastor (secondary)      **ADVOCATE:** Moderator of HCC or FCCH

#### **JOB SUMMARY**

Responsible for the child care for infants- age 4 during worship services on Sunday am from 9:15-11am

#### **KEY JOB TASKS**

- Greet Parents and children and make them feel comfortable.
- Take attendance on sheet provided and confirm pick up person.
- Provide care for infants- age 4 during worship service.
- Engage children in age appropriate play and crafts.
- Follow Church Policies regarding Church Safe Conduct policy.
- Report any damaged or broken equipment so as to maintain a safe environment for children and staff.
- Notify Christian Education Director If supplies are needed for the Nursery Care room.

#### **REQUIRED COMPETENCIES**

- Ability to interact with students, parents, church staff, and church members.
- Demonstrated written and verbal communication skills.
- Maintain a positive caring attitude while caring for the children .
- Ability to comply with Church Safe Conduct policy (includes clean criminal background check).

#### **WORK ENVIRONMENT and COMPENSATION**

- This a part-time position. Compensation is at a negotiated hourly rate, which must be approved by the Business Committee with input from the Minister; current rate is \$10-\$12/hour depending on experience.
- The number of hours worked averages 8 hours per month.
- Church will provide a safe clean working environment.
- As this is a position compensated on an hourly basis, the Church will not pay for time off due to vacation, illness, or other reason. If the employee is unable to meet any of his/her job tasks, as noted above, for any reason, he/she must notify the Christian Education Director and the Minister as soon as the employee is aware.
- Either party may terminate the paid relationship in writing with 30 days' notice.

#### **TO APPLY**

- Send cover letter and resume to Amy Harlow Christian Education Director [amyharlow.ucc@gmail.com](mailto:amyharlow.ucc@gmail.com)  
Include "NURSERY CARE SEARCH" in subject line. Please, no calls.