



Union Church
200 Prospect Street
Berea, KY 40403
859-986-9260
office@union-church.org
www.union-church.org

Job Description - Nursery Care Provider - Starting pay \$12.50/hour

General Description

This position provides care and supervision for children from infancy through age three to age five during worship services at Union Church, Berea, KY. The ideal candidate will have experience providing care for infants and preschoolers, enjoy working with and encouraging young children, be a high school graduate or equivalent, be punctual and reliable, and have First Aid and Infant/Child CPR certification (If you do not have these certifications, we can help you get them and cover cost). For the children's safety, candidates are expected to undergo a background check, and be willing to have a second responsible person with them in the nursery. This position is part-time, from 10:00am-12:00pm on Sundays, and other hours as arranged. In addition to a background check, the candidate must view and go over our Safe Sanctuary Training and sign a Safe Sanctuary Covenant Statement (both of which are on our website at: <https://union-church.org/ministries/youth-ministry/safe-sanctuary-training/>).

The Nursery Care Provider can expect to receive requests and feedback from multiple sources, however his/her direct supervisor is the Program Coordinator. Since the duties of the Nursery Care Provider will primarily occur while the Program Coordinator is engaged in worship services, and/or study groups, feedback from parents and the Faith Development Board will also be valuable. If an issue is raised regarding this position that the Program Coordinator is unable to address, then it will be referred to the appropriate group (generally either the Pastor, Personnel Committee, Faith Development Board, or the Administrative Board).

Responsibilities

- Open and prep the nursery, creating a safe, positive, and cheerful atmosphere
- Maintain toys and supplies, making requests to the Program Coordinator as appropriate
- Report Nursery attendance to the Faith Development Board and Program Coordinator.
- Tidy room and sanitize toys after use.
- Maintain First Aid and Infant/Child CPR Certification (at Union Church's expense, with advance approval from the Faith Development Board)

Miscellaneous

- In the rare case that no children are present, the Nursery Care Provider is expected to tend to the needs of the room (cleaning, organizing, assessing the status of toys).
- The Nursery Care Provider is invited, but not required, to bring children into worship during StoryTime.
- A Live broadcast of the service is available in Nursery area.



**Employment Application
for those working with
Youth and Children at
Union Church, Berea, Kentucky**

First Name _____ M.I. _____ Last _____
Address _____ Apt.# _____
City _____ State _____ Zip Code _____
Phone # _____ Email _____

Current Occupation _____

What position are you applying for: (Check one)

- Nursery Provider
- Children's Church Volunteer
- Youth Leader
- Youth Volunteer

Relevant work or volunteer experience:

Why would you like to work with Children and/or Youth at Union Church?

What are your strengths/qualities in working with children/youth?

What do you consider your challenges in working with children/youth?

Do you have a valid driver's license? _____

Are you willing to submit to a criminal background check? _____

How long have you been involved with Union Church, Berea _____

What date can you start this position? _____

REFERENCES

(Please list three personal references (people who are not related to you by blood or marriage) and provide their contact information, in what capacity you know them, and for how long below.

Name _____
Address _____
Phone: _____ Mobile Phone _____
Email _____

Relationship to Reference _____
How long have you known this person _____

Name _____
Address _____
Phone: _____ Mobile Phone _____
Email _____

Relationship to Reference _____
How long have you known this person _____

Name _____
Address _____
Phone: _____ Mobile Phone _____
Email _____

Relationship to Reference _____
How long have you known this person _____

Applicant Signature

Date

