



Vacancy Announcement

JOB TITLE: Nursery Worker (Part-Time)

JOB OVERVIEW:

The Nursery Worker provides age-appropriate childcare services to the Alfred Street Baptist Church Nursery, a place for children, ages 18 months to 4 years old to play, sing, learn and listen to Bible stories, watch and listen to Christian videos that teach a moral lesson, and to relate to other children in a loving and Christian environment. Nursery Workers are expected to provide dependable, reliable, safe, secure and nurturing care to the children in their care, and work in an environment in which at least two Nursery Workers will be on duty in the Nursery at any given time. The Nursery Worker will be trained on Nursery operations policies and procedures and will provide services according to Nursery policies and procedures.

The Nursery operates every Saturday evening and Sunday morning to provide nursery services before, during and after services, until all children are picked up by an approved adult. The Nursery also operates at approved special events that are determined throughout the year to provide childcare for children ages 18 months to 12 years old.

This is a part-time, non-exempt position which reports directly to the Ministry Program Associate. As determined by the Fair Labor Standards Act, this position qualifies for overtime pay at one and half times per hour for hours worked in excess of 40 hours per week.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Nursery Worker position's primary responsibilities include but are not limited to the following:

- Follow all ASBC Nursery policies and procedures to ensure the safety and well-being of the children.
- Provide age appropriate care include feeding, changing diapers, and escorting children to the bathroom; provide learning opportunities by interacting with children through games, stories, playtime, arts and crafts and prayer.

- Protect and supervise children in a loving, courteous manner and maintain a polite and friendly rapport with parents, fellow staff and volunteers.
- Supervise volunteers in the nursery.
- Set up snacks for the children.
- Clean and sanitize toys before leaving. All toys that have had contact with saliva are to be given special attention and complete sanitization
- Open and close the nursery each Saturday and Sunday as scheduled; remain until all children are picked up by an approved adult with an appropriate pick up tag.
- Perform other related duties as assigned by the Ministry Program Associate.

CORE COMPETENCIES REQUIRED:

- Must be a minimum of 18 years of age
- Excellent customer service, interpersonal, verbal and written communication skills.
- Knowledge and use of Microsoft software packages and Check In programs required.
- Detail-oriented, multi-tasking, and time management skills.
- Ability to create positive working relationships with a diverse group of people and volunteers Including gender, ethnicity, age, sexual orientation, and culture and skill level differences.
- Ability to work in a team environment.
- Professional, courteous and friendly personality.
- Ability to work weekends and occasional evenings.

WORK HOURS:

- Saturdays, 5:00 pm – 8:00 pm (or when the last child leaves)
- Sundays, 7:00 am – 2:00 pm (or when the last child leaves)
- Occasionally for Special Events
 - Weekdays, 6:00 pm – 9:00 pm
 - Saturdays, 8:00 am – 12:00 pm
 - Sundays, 2:00 pm – 4:00 pm

EDUCATION, CERTIFICATIONS AND LICENSES:

- High School Diploma and/or equivalent education and experience.
- Current proof of up-to-date immunizations (within 1 year) including Tuberculin screening results.
- Satisfactory completion of CPR training for infants and children.
- Two years' nursery worker or child care worker experience.
- Previous experience in a church nursery desired.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, use hands to handle, fingers to feel, and talk. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand, walk, climb or balance; stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually light to moderate.

Equal Opportunity:

Alfred Street Baptist Church is an Equal Opportunity Employer and does not discriminate due to age, sex, religion, race, color, national origin, disability, marital status, veteran status, or any other factor prohibited by law. Qualified candidates of all backgrounds are encouraged to apply.

Open until filled

How to apply: Please submit a resume and cover letter to, Shelena Hollinger, Human Resources, 325 South Patrick Street, Alexandria, Virginia 22314 or email careers@alfredstreet.org