



Hixson Presbyterian Church Nursery Assistant Job Description

Job Summary: Under supervision of the Nursery Staff Coordinator, the nursery assistant is responsible to care for children who are infants through five years old alongside a staff or volunteer over 18 years old.

Requirements:

- Job Requirements
 - At least 16 years old
 - Social skills that create a positive environment with children and professional interactions with parents.
 - Interested in working in a church environment: Provide a written or statement expressing why you desire to work in a church setting. Your personal story of how you came to faith is encouraged.
 - Proven competency and experience in caring for basic needs of infants through preschoolers
 - Diaper changing
 - Experience implementing a behavior management plan
 - Solid written and oral communication skills
 - Some experience, whether paid or volunteer, with children required
 - CPR and First Aid Certifications are a bonus! Onsite training is available occasionally
- Essential Functions: 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 functions, duties and responsibilities of the job.
 - Frequent standing, occasional sitting
 - Bending and stooping
 - Reaching with hands and arms
 - Walking and possibly running
 - Lifting children who need diaper changes (potentially up to 50lbs)

Primary Responsibilities:

- Supervise children at all times
- Follow policies and procedures
- Implement the behavior management plan
- Delegate responsibilities to nursery assistants and/or volunteer helpers in a respectful and efficient manner
- In the event a staff member needs to be absent, contact the Nursery Staff Coordinator as soon as possible
- Be flexible and willing to perform any other duties needed



Hixson Presbyterian Church Nursery Application

PERSONAL INFORMATION:

First _____ Middle _____ Last _____

Address _____ City _____ State _____ Zip _____

Best contact number _____ Email Address _____

Describe some experience you have had working with children: _____

List any gifts, callings, training, education, or other factors which have prepared you for working in a nursery and/or ministry to children: _____

Do you regularly attend church? (circle one) Yes No If so, where? _____

Recent faith-based activities _____

Tell us about your faith and why you desire to work in a church setting: _____

PERSONAL REFERENCES (non-family members)

Name _____ Relationship: _____ Phone Number _____

Name _____ Relationship: _____ Phone Number _____

Name _____ Relationship: _____ Phone Number _____

WORK EXPERIENCE:

1. Employer: _____ Dates: _____
Type of Work: _____
Contact person: _____ Contact number: _____
Reason for leaving: _____
2. Employer: _____ Dates: _____
Type of Work: _____
Contact person: _____ Contact number: _____
Reason for leaving: _____

RELEASE STATEMENT:

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information which they may have regarding my character and fitness for work with minors. I release all such references from liability from any damage that may result from furnishing such evaluations to you and I waive any right that I may have to inspect information from such references provided on my behalf. Should my application be accepted, I agree to be bound by the policies of Hixson Presbyterian Church (HPC) on behalf of the church. I acknowledge that these policies and applications do not constitute a contract between the church and myself, and that HPC is not responsible for the individual acts of any worker. I also understand in applying for this position that I am agreeing to comply with the Child Protection Policy of HPC, which may include an interview containing some personal questions.

Signed: _____ Date: _____

Submit application to alisag@hixsonpres.org or mail/turn into the church office.

Hixson Presbyterian Church 1450 Jackson Mill Drive Hixson, TN 37343



HIXSONPRES.ORG