

**St. Luke Lutheran Church
Albuquerque, NM**

**CHURCH NURSERY CAREGIVER - CONTRACT DESCRIPTION
MAY 2022**

Position Title: Church Nursery Caregiver

Reports To: Pastor

Relates To: CYF Committee, Church Office Manager

Approximate Hours per week: 2-5

Note: *This ministry position may be split between two staff so as to allow for alternating weekends off. This is negotiable at time of hire.*

Typical Time Frame:

- Saturdays 4:45-6:15 PM
- Sundays 8:00 a.m.-12 noon
- Variable – as schedule allows for special events

Pay: \$15-20 per hour (*negotiable*)

Type: Contract

Location: St. Luke Lutheran Church 9100 Menaul Blvd., Albuquerque, NM 87112

Position Purpose:

To serve young families by working with church volunteers to provide a safe, welcoming and cheerful Christian environment for children 0-4 years old in the church nursery during weekend worship services (normally 5 pm Saturdays and 8-12 noon Sundays)

Qualifications:

- Experience caring for children between the ages of 0-4 with the ability to adapt and interact with children and their caregivers
- Experience and desire to share age-appropriate Christian enrichment including children's Bible stories, simple crafts, songs and movement
- At least 18 years of age with a high school diploma
- Satisfactory completion of background check
- Must complete and adhere to St. Luke Lutheran Church Safe Gathering Policy and Training
- CPR first aid certification (or must obtain certification within three months of hire)
- Must present proof of current standard immunizations

Essential Duties and Responsibilities:

- Will be the lead person caring for young children during designated nursery care times with the assistance of one volunteer member of the congregation.
- Care may include feeding, escorting to the bathroom, notifying caregiver if a diaper change is needed, putting children down for naps, holding, rocking, and cheerfully interacting with children through games, stories, play, songs and prayer.
- Help coordinate and encourage church nursery volunteers and any additional paid nursery staff.

- Arrive 15 minutes prior to worship services or scheduled nursery times and stay until the last child has been picked up by a caregiver.
- Greet families and children entering the nursery in a warm and friendly manner, assist families as needed; ensure they sign the children in and out.
- Communicate effectively with staff, parents, families, and children to ensure that a safe environment is provided.
- Keep the nursery clean and orderly: pick-up & sanitize toys and equipment prior to leaving each day; and notify the church office of needs and ideas for diapers, snacks, or additional equipment to make our St. Luke nursery a caring, joyful environment.
- Notify the Office Manager of planned absences as soon as possible (at least 2 weeks in advance) and for last-minute illness contact the supervising pastor.

Skills Desired

- Demonstrated commitment to Christian faith and service
- Demonstrated expertise in caring for young children
- Interest in caring outreach to parents
- Excellent organizational skills including attention to detail
- Willing to explore and advocate for improvement of St. Luke Church nursery ministry.
- Excellent interpersonal and people skills, discretion, and ability to work graciously and collaboratively with staff, ministries, volunteers, and lay people;

HOW TO APPLY

Send a letter of interest and a current resume, including three references, by email to Angie Miller at stluke@thuntek.net with the subject: St. Luke Church Nursery.

We hope to conduct interviews in the first half of May 2022 and begin the contract(s) as soon as qualified candidate(s) have been identified.