

VOLUNTEER MINISTRY JOB DESCRIPTION **Position: Nursery Caregivers**

Nature of the Position

It is the role of the nursery volunteer to assist and follow the direction of the staff Nursery Coordinator and to welcome, nurture, and help develop a comfortable, safe, and predictable community for children attending the nursery at Church of the Incarnation.

Qualifications, Skills & Experience

- enjoys working with babies and toddler age children
- an ability to communicate and work with the Nursery Coordinator, other volunteers and parents

Appointment

- The Nursery Coordinator, in consultation with the Incumbent, appoints for a term of one year. This is a renewable appointment.

Outline of Responsibilities

- arrive 15 minutes before the service begins and wear your name tag
- greet parents & children in a friendly manner
- if unfamiliar with a child, review registration form or speak to the nursery coordinator, so you are aware of any special needs the child may have
- care for and comfort all children in the nursery not giving your primary attention to just one or a few children
- if you cannot fulfill your scheduled duties, it is your responsibility to try to find a substitute and advise the Nursery Coordinator of the switch or vacancy

Boundaries & Limitations

- uphold the statement regarding the creation of a safe environment

Support and Supervision

- under the direct supervision of the Staff Nursery Coordinator

Time Commitment

- Nursery is offered from September until the end of June. It is expected that you will be available to volunteer at least one Sunday per month and not more than 2 Sundays per month.

Participation Group

- children ages birth to 4 years of age

Rewards/Benefits

- the primary benefit to the volunteer is the ability to build close and warm relationships with the youngest children of the parish
- the development of friendships with other volunteers involved in the nursery program

- for High School age volunteers, the ability to log volunteer hours which can be used towards your graduation diploma requirements

Orientation/Training

- it is expected that you will attend a training session once a year

Screening Requirements

- 2 written reference checks
- signed declaration of understanding

Grievance

Problems and concerns should be taken to the Nursery Co-ordinator. If the problem persists, the Incumbent and/or the Church Wardens are available for consultation

Adapted from resources of the Diocese of Algoma