

First Unitarian Church of Dallas
4015 Normandy Ave.
Dallas, Texas 75205



Job Description

Job Title: Nursery Caregiver
Reports To: Childcare Coordinator
FLSA Status: Non Exempt, part time
Prepared & Approved By: Beth Dana June 3, 2021; Updated October 11, 2022

Summary: Nursery Caregivers are responsible for the safety, care, and comfort of children ages 0-3 during Sunday services and for children ages 0-14 for special events.

Primary Duties and Responsibilities include the following. Other duties may be assigned.

- Provide childcare for infants and children on Sunday mornings by:
 - observing safety procedures at all time
 - overseeing free play on equipment and with toys, ensuring that this is done safely
 - providing care and comforting children as needed
 - providing bottles of milk brought from home as requested
 - changing diapers
 - providing information and reassurance to parents as needed
 - help to ensure that the Nursery is clean and inviting

Other Responsibilities include the following. Other duties may be assigned.

- Providing childcare outside of Sunday mornings for special events held at the church or off site for: trainings, annual events and meetings, interest or affiliation group events, and others as your schedule permits

Hours: Sundays 8:45 a.m. to 1:00 p.m., responsive to email/phone text at other times during the week, occasional childcare during church events on Sundays after church and other times during the week

Compensation: starts at \$15/hour

Qualifications:

- Verifiable history of providing dependable and reliable care to infants and/or children
- Ability to interface with a diverse population of children, teens, and adults.
- Consent to and pass a criminal background check.
- Complete the free online training made available by the State of Texas Department of Family and Protective Services found here: <http://www.dfps.state.tx.us/Training/Reporting/default.asp>

Language Ability: Ability to read schedules. Ability to interact appropriately with children, youth and adults.

Reasoning Ability: Ability to set priorities, define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions and deal with both abstract and concrete variables.

Certificates and Licenses: Certification in infant CPR or willingness to become certified. Documentation demonstrating completion of CPR training is required.

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 typically moderate to high when infants, toddlers, and children are in attendance.

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. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include: close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee may be required to use the keyboard of a computer to assist with

check-in while sitting or standing. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl; and go up and down flights of stairs.

General Competencies

The following key elements of performance are considered a part of every job description at the First Unitarian Church of Dallas. Performance evaluations will include a review of these elements.

Ethics: All employees are expected to treat others as they themselves would like to be treated. Each employee must demonstrate by their actions an understanding of the First Unitarian Church of Dallas' Mission Statement. Confidentiality of the church's information should be maintained.

Dependability: Employees should demonstrate they can be depended on. This includes following established procedures, taking responsibility for their own actions, keeping commitments, demonstrating consistent performance, being on time for work and scheduled activities, and meeting workload expectations, ensuring responsibilities are covered when absent, and achieving goals. Each should react well under the pressure and stress encountered. Each employee should work in a way that sets a good example for others.

Judgment: Employees should exhibit sound and accurate judgment within defined parameters in their area of expertise. They should make timely decisions which they can support and explain, and they should include appropriate people in the decision making process.

Change management: Employees must be adaptable to changes in the work environment and integrate such changes smoothly. They should be open to other people's ideas and approaches and be able to change their approach to best fit the situation. Each should be able to manage competing demands.

Initiative: Employees should demonstrate initiative by seeking increased responsibility, looking for and taking advantage of opportunities, and volunteering for appropriate duties. Each should propose solutions when coming up with problems and seek agreement on these proposals. Each is expected to take reasonable independent action, and to ask for help when needed. Each should try to identify new methods or resources that could help them or others. Each should undertake self-development activities.

Job Knowledge: Employees should be competent in the required job skills and knowledge, exhibiting the ability to learn and apply new skills, and keeping abreast of current developments. Each should require minimal supervision while displaying an understanding of how one's job relates to others. Each must also understand one's own strengths and limitations.

Creativity: Employees are encouraged to display original thinking and creativity developing innovative approaches and ideas to apply to our work. Each should generate suggestions for improving work and meet challenges with resourcefulness.

Communications: Effective communications are essential to mutual understanding. To achieve this, employees should speak and write clearly, persuasively, and informatively editing writing for spelling and grammar. One should listen well and understand or get clarification. Each should keep others adequately informed, respond well to questions, participate in meetings, and demonstrate good group presentation skills. It is important to select and use appropriate communication methods. One must also maintain appropriate records and promptly submit information.

Teamwork: Employees are expected to work in a team setting and atmosphere. This includes establishing and maintaining effective relations, offering assistance and support to team members, and exhibiting tact, consideration, a positive outlook, and a pleasant manner. Team members (every employee at First Church) should work cooperatively in group situations and actively work to resolve conflicts. It is important to be available to team members, help others learn and do a better job, take responsibility for team decisions, and in other ways inspire respect and trust.

Problem Solving: Employees should be able to identify problems in a timely manner, gather and analyze information skillfully, develop alternate solutions, and resolve problems in early stages.

I have read and understand these General Competencies. I have the skills to perform the required tasks.

Applicant Signature

PRINT name

Date

Supervisor Signature