



ELIM LUTHERAN CHURCH

504 Baker Street | Petaluma, CA 94952 | ph: 707-762-4081 | fax: 707-773-7866 | www.elimpetaluma.org

NURSERY WORKER JOB DESCRIPTION

Elim is a Lutheran congregation (ELCA) in Petaluma, California, founded in 1925. Elim has played an influential role in Petaluma, transforming our community through direct ministry and helping to incubate other nonprofits such as Petaluma Ecumenical Properties, Committee on the Shelterless (COTS), and Petaluma Bounty. Our preschool, Little Shepherd Lutheran Preschool, has been operating for over 30 years and has taught thousands of Petaluma children. Our mission reach extends beyond Petaluma to New Orleans, Mexico, and Tanzania. We are committed to serving God in this place and look forward to bringing the Good News of Jesus Christ to the people of Petaluma.

The position is for approximately 3.5 hours per week. Hourly wage is negotiable based on the successful candidate's experience and skills.

Primary Function

The nursery is an essential part of the ministry at Elim; welcoming and providing hospitality to members and visitors with young children, birth through four years of age. The nursery worker is entrusted with the well-being, loving care and security of children, and for relating cordially and professionally with their parents.

Essential Responsibilities

1. Set-up and clean-up of the nursery every Sunday.
2. Use of correct sign-in and sign-out procedures for each child and to welcome each family who uses the nursery services.
3. Maintaining and developing a caring, loving and safe environment for the children in the nursery.
4. Provides attentive care for children's physical, emotional and social needs, according to the developmental level of each child
5. Gives instruction to children regarding behavior and safety
6. Participates or instructs children in games
7. Working with and guiding nursery volunteers, if any.
8. Wiping down tables and countertops at the end of the morning each week as well as disinfecting high-use toys at least once a month.
9. Other duties as assigned.

Work Hours/Schedule

1. Sunday mornings, starting 15 minutes before the first worship service begins (currently 8:30 am) and ending when everything is cleaned up and put away following the last service (typically before Noon.) Shorter hours in the summer.



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2. When you know in advance that you will be absent it is your responsibility to inform your supervisor several weeks in advance so that a substitute can be arranged. For last minute illnesses, please call your supervisor as soon as possible.
3. You may also be asked to provide childcare on special occasions, but this is optional on your part. Typical requests are for a few evening services during the year and congregational meetings once or twice a year.

Communication

1. Communicate promptly with your supervisor, any concerns, issues or needs for the nursery or yourself, as it impacts the performance of this job.
2. Communication with a designated liaison from Little Shepherd Preschool is also required, as is fostering a spirit of cooperation regarding sharing a space and materials with the preschool. (The nursery is used for a classroom for two-year-olds during the week.)

Qualifications:

The successful applicant will possess the following mandatory requirements:

- 1) Motivated with professional demeanor and presence, positive attitude, strong work ethic, and excellent verbal communication and inter-personal skills.
- 2) Flexible, responsible, and able to relate well to other church staff, congregants and visitors.
- 3) Be honest, trustworthy, and respectful of others.
- 4) Demonstrate a commitment to excellence in performing job functions.

The following qualifications are desirable but not required:

- 1) Active membership in Elim or another congregation of the Evangelical Lutheran Church in America, or the willingness to join Elim as a voting member.

This position may become aware of confidential information. Elim requests each applicant to provide at least two references whom Elim may contact and who can speak to the applicant's qualifications and character. At least one reference must know the applicant's qualifications for this role. References who are relatives of the applicant will not be considered in our evaluation. Also, the successful candidate must consent to and pass a background check to complete the employment process and begin work.

Elim Lutheran Church is an equal opportunity employer. We do not discriminate on the basis of race, color, gender, marital status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics and any other criterion prohibited by law.

To apply for this job: Visit the church website at elimpetaluma.org, find the job page, download and fill out the job application and return it to jobs@elimpetaluma.org or to the church office, 504 Baker St. Petaluma, CA 94952



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