



THE EPISCOPAL CHURCH OF THE
GOOD SHEPHERD



The Hill
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Good Shepherd on the Hill, Austin, TX

January 2024

PART-TIME NURSERY WORKER

Part Time / Non-exempt: 4 hours/week

Reports to: Priest for Youth, Children, and Families

Compensation: \$17 per hour

JOB DESCRIPTION:

The part-time Nursery Worker will provide excellent childcare to families, especially those 0-3 years of age. This position provides childcare during worship services on Sundays with work hours usually from 10:00a-12:00p, with the possibility for additional times and dates as needed. Candidates must be able to provide childcare for Sunday worship services and special events as assigned. This position reports to the Priest for Children, Youth and Families.

THE GENERAL DUTIES WILL INCLUDE:

- Setting up nursery areas and supplies before the nursery opens to receive children.
- Greet parents and children upon arrival and departure while overseeing the check-in procedure.
- Providing age-appropriate care, including feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, and cheerfully interacting with children through games, stories, and play.
- Be polite, friendly, and courteous to all children, parents, and volunteers.
- Stay until the children are secured with a responsible adult on the sign-in sheet.
- In an emergency, notify the parents via cell phone.
- Straighten the room and clean any toys before leaving.
- Report to the church staff any issues which are hindering the carrying out of the duties or responsibilities of this position.
- Communicate in advance, by phone to the church staff:
 1. any planned absences with an advance of at least two weeks or
 2. any unplanned absences at least two hours before nursery hours.
- The sign-in sheet for the children should be turned in to the Rev. Brin Bon at the end of the day.
- The timecard for the nursery worker should be turned in to the Rev. Brin Bon at the end of each pay period.

COMPETENCIES/REQUIREMENTS:

- Have a warm and open demeanor and a heart for ministry to children and their families.
- Complete the Episcopal Church's Safeguarding God's Children training and pass a background check.
- Have a valid driver's license and pass a driving history check.
- Be utterly reliable and on-time for all nursery hours.

If you are interested in applying, email [the Rev. Brin Bon, brin@gsaustin.org](mailto:brin@gsaustin.org).