**Substitute Nursery Caregiver Job Description**

Substitutes are called to work, as able, when regular workers are sick or out of town. Substitutes may be offered a shift on Sundays when extra help is needed, such as Easter, or for special occasions. We try to schedule each substitute caregiver at least once per month so they become a familiar presence to children and their families.

Qualifications:

1. Must be at least 18 years of age (21 and up preferred).
2. Must have own mode of transportation (walking counts).
3. Must be able to lift 25 pounds without injury.
4. Experience with children preferred.
5. Must pass our background check and Safeguarding God’s Children certification.
6. Must provide at least two references.
7. Infant CPR and First Aid training preferred.

Position Duties:

1.Give care to the children placed in the nursery by their parents. The nursery is to be open and staffed from 8:15am until11:45pm during Sunday services (academic year), during the summer from 9:40am until Eucharist and cleanup, and as scheduled for special holiday services.

2. See that the nursery, playground, and any other spaces used for under-3 programing, are left neat and orderly before and after use; report equipment and supply needs to the Nursery Coordinator.

3.Notify the Nursery Coordinator of planned inavailability at least two weeks in advance. In the case of an emergency absence, notify the Nursery Coordinator as early as possible.

4. Maintain a professional appearance and demeanor.

Compensation:

Nursery workers are paid by the shift:  
$42.50 per full shift (8:15-11:45)  
$22.50 per half shift (Summer, one service only)

For special occasions, the pay may be different and will be stated when the offer is made.

For questions or to request an application, please contact Jeannie Babb at [formation@stmarkstpaul.org](mailto:formation@stmarkstpaul.org) or 423-255-6479.