

**Nursery Caretaker Job Description**  
**First Presbyterian Church Fort Worth**



|  |                   |             |   |
|--|-------------------|-------------|---|
| Position:  | Nursery Caregiver | Reports To: | Director of Children & Family Ministries            |
| FLSA Status:   | Non-Exempt        | Schedule:   | Part-Time, every Sunday from 8:30 a.m. – 12:30 p.m. |
| Location: First Presbyterian Church Fort Worth, 1000 Penn St., Fort Worth, 76102 |                   |             |   |

To apply, email your resume to [HR@fpcfww.org](mailto:HR@fpcfww.org)

**Opportunity:**

First Presbyterian Church Fort Worth, established in 1873, is a vibrant source of faith, community, and service for people from all walks of life. With over 1600 members, we offer dynamic worship, outreach programs serving 1,000 neighbors weekly, and early education for children up to 5 years old. Known for our inclusive and caring environment, we are considered by many as the best place to work. Our culture is differentiated by our people-first approach and commitment to serve our community.

**Contributions Defining Impact:**

*The essential functions listed are representative of those required to successfully perform the job.*

- Foster a positive and nurturing atmosphere for children up to the age of 5 years while their parents attend services or activities, including checking in/out with parents
- Provide individual attention to each child, including playing, talking, cuddling, holding, and comforting when upset
- Ensure each child is safe and secure at all times and provide necessary supervision, including physical proximity and awareness of each child’s ongoing activity, and intervene as needed
- Praise good behavior and efforts and redirect behavior using positive statements
- Ensure a safe, clean environment free of choking hazards and never leave an infant or toddler unsupervised
- Engage in interactive communication during feeding, changing, and holding and attend promptly to physical needs such as feeding and diapering
- Provide parents and the Director of Children & Family Ministries with observations or concerns as needed
- Demonstrate competency, good judgment, and self-control in the presence of children and when performing assigned responsibilities
- Remain fully available to the children in care without the personal use of electronic devices
- Demonstrate courtesy, respect, acceptance, and patience towards all children, parents and staff, recognizing & respecting their uniqueness, potential, and cultural backgrounds
- Know how many and which children should be cared for, including their names and ages
- Contribute to the overall success of the Church and the ministries by performing additional duties as assigned

**Essential Requirements:**

Education & Experience

- High school diploma or equivalent required; Associates degree preferred
- Experience with infants/toddlers required; two years of experience in childcare or early childhood development highly preferred

**Nursery Caretaker Job Description**  
**First Presbyterian Church Fort Worth**



- Must be at least 18 years of age
- Experience in church life, regardless of denomination, is desirable

**Knowledge, Skills & Abilities**

- Ability to adapt to workplace stressors like noise, while maintaining the security/safety of children and competing priorities
- Strong professionalism, conflict-resolution, and communication skills
- Empathy, positivity, and a commitment to providing a nurturing environment
- Must be legally authorized to work in the US without sponsorship (currently or in the future)

***Environment:***

*The physical demands reflect requirements to successfully perform the essential job functions. Reasonable accommodations may be provided for individuals with disabilities.*

- Constant movement is necessary throughout the room for assessing children, requiring close visual acuity for tasks like formula verification, hazard identification, and reading
- Required to frequently stand, walk, sit, stoop, kneel, bend, crouch, twist, squat, crawl, push/pull, and lift up to 40 pounds regularly, such as picking up a child from the floor to the changing table.
- Digital dexterity and ability to reach are needed for tasks like diaper changing and the ability to safely carry children
- Must be able to hear with aid, communicate effectively, and respond quickly to sounds or emergencies in a potentially noisy environment
- Punctual and consistent attendance is crucial and must be able to work every Sunday or provide advanced notice. Additional hours may be available
- Exposure to bodily fluids and illness-causing bacteria and viruses is expected

***Team:***

The First Pres team is inclusive and diverse, valuing empathy, diversity, compassion, and collaborative contributions. Our dynamic environment promotes growth, collaboration, and mutual support. As Nursery Caretaker, this position frequently collaborates with a wide array of people, including First Staff employees, church members, EEC families, children, and members of the community.

We are proud to be an equal opportunity employer that promotes an inclusive work environment in which all people authentically belong. We are interested in every qualified candidate who is eligible to work in the United States; however, we are not able to sponsor visas. All qualified applicants will receive consideration for employment without regard for one's race, color, religion, sex, sexual orientation, gender identity, pregnancy, age, national origin, disability, veteran status, or any other status protected by law.

***Other Duties:***

This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee and may change at any time, with or without notice.

***Compensation:***

This is a part-time, onsite, non-exempt position scheduled every Sunday from 8:30 a.m. – 12:30 p.m. with a guaranteed 4-hour minimum paid. Additional hours may be available as events arise and can be coordinated through the manager. The starting hourly wage is \$15.00 per hour, paid on a semi-monthly

**Nursery Caretaker Job Description**  
**First Presbyterian Church Fort Worth**



payroll cycle. Upon completing the required compensated online training, the hourly wage will increase to \$25.00 per hour.

To apply, email your resume to [HumanResources@fpcfw.org](mailto:HumanResources@fpcfw.org)