



918-333-5757 · 3503 Tuxedo Blvd. Bartlesville, OK 74006 · tuxedo.church

Leadership Job Description/Expectations

Position: Nursery Worker

Job Description: Nursery workers are essential to the success of Tuxedo Church as they work with and care for some of our most valuable treasures, our infants and children. Responsibilities include, caring for the basic needs of infants and small children. Teaching, singing, and playing with children, while offering a loving and safe environment for their growth and development.

Expectations:

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Arrive at least 15 minutes early at scheduled work times.
3. Have a positive and caring attitude.
4. Make sure all children are checked in and out.
5. Always pay attention to the children and never leave them unattended.
6. Keep Nursery Clean. Pick up toys, disinfect surfaces, vacuum, and empty trash. Make sure diapers are not left in trash cans but placed in the diaper genie or taken out to the main trash cans in kitchen.
7. Make sure only those approved are allowed in the nursery. Workers, Parents/Guardians, Grandparents.
8. If you have needs or questions, please take them to the Nursery Coordinator.
9. Be familiar with Nursery Policies and Procedures.
10. Attend scheduled trainings and meetings as needed.



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Leadership Job Description/Expectations

Position(s): Nursery Coordinator

Job Description: The Nursery Coordinator is responsible for organizing and maintaining the Nursery of Tuxedo Church. Responsibilities include: scheduling nursery workers and volunteers, making sure the nursery has adequate supplies for each week, meeting with parents and helping with any special needs their child may have, and caring for and providing a loving and nurturing environment for our nursery age children.

Expectations:

1. Meet the 10 basic leadership expectations for all leaders of Tuxedo Church. (provided on next page)
2. Arrive at least 15 minutes before any scheduled service or event.
3. Maintain a schedule and rotation for nursery workers and volunteers.
4. Regularly check the nursery supplies and request any needed items through the Tuxedo Church Office Manager.
5. Be available to meet with Parents/Guardians as they check in their children.
6. Make sure all nursery policies and procedures are being followed.
7. Make and follow a weekly nursery plan; bible lesson, song, video, craft, play time, snack time, etc.
8. Make sure the nursery rooms are clean and trash taken out after each service. Arrange regular sanitizing and deep cleaning times with the church janitor.
9. Attend any additional nursery resourcing and training classes when available.
10. Make pastoral staff aware of any needs, problems, or questions that may arise.