Approved by Session 6/07/2026

The Presbyterian Church, Fredericksburg, Virginia
Nursery Lead Caregiver Job Description

Objective: To provide loving care and early faith formation for infants and children ages 0-5 during church activities.

Responsibilities

1. Caregiving
    a. Create a welcoming and nurturing environment to provide age-appropriate care, interacting with adults and children using a positive and professional demeanor.
    b. Attend to children's physical needs, including diaper changing, restroom assistance, feeding/snacks, rocking, holding, and other caregiving tasks.
    c. Lead and/or support provided faith formation activities that reflect the mission and Reformed theological perspective of The Presbyterian Church.
    d. Work collegially with staff and volunteers.
2. Nursery Environment and Organization
    a. Straighten nursery spaces, including wiping down surfaces and toys, organizing materials, and rotating toys as appropriate.
    b. Clean surfaces and floors including changing areas, vacuuming, and trash removal at end of shift, as needed.
    c. Communicate supply or space needs with Faith Formation Coordinator.
3. Safety and Security
    a. Follow the church's Nursery Caregiving Guidelines, including ensuring compliance with the church's Child and Youth Protection Policy.
    b. Respond appropriately to doorbell video intercom requests.

Accountability

This position reports directly the Faith Formation Coordinator as supervisor and is accountable to the Pastor as Head of Staff and to the Session through the Personnel Committee. All staff are expected to work closely and collegially with other church staff and leaders. A performance review will be conducted annually by the Personnel Committee.

Required Qualifications

1. Previous experience in caregiving or teaching children (formal experience preferred)
2. Friendly demeanor with excellent interpersonal skills
3. Ability to perform physical tasks including crouching, sitting or kneeling on the floor, and lifting up to 50 pounds
4. Current CPR/First Aid Certification
5. Completion of criminal background check prior to hire.

Hours and Leave

This is an hourly position, primarily on Sunday mornings, including holidays. Caregiver is expected to arrive at least 15 minutes prior to first scheduled activity and remain until the last child has been picked up and the room has been straightened. Additional hours for special worship services and events will be offered first to this position. This position does not include paid leave. Sick and other leave may be taken in accordance with the Employee Handbook.

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Applications should be sent to apply@fredericksburgpc.org