



## Internship Opportunity - Nursery Worker

### **Purpose:**

To provide dependable, safe, secure, and nurturing care to the children age 0 to 5 who are in the care of The Nursery at Allen Temple. Internship hours provided on a 1 to 1 basis. This internship period is ongoing.

### **Responsibilities:**

Responsible for providing age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding, or sitting with and cheerfully interacting with children through age-appropriate activities including games, stories, activities, play and prayer. Universal precautions are to always be used while changing diapers or time of body fluids (hand washing, gloves, foam hand sanitizer).

- Be polite, friendly, and courteous to all children, parents, and volunteers.
- Interns are expected to arrive 30 minutes before check-in time for prayer and nursery preparation. (7:15 AM for the 8:00am service and 10:30 AM for the 11:15am service)
- Check children in and out of the nursery using The Nursery at Allen Temple's check in and out procedures.
- Stay until the children are checked out with a responsible adult named on the child's registration form.
- In the event of an emergency notify the parent via cell phone
- Assist with straightening the room and clean any toys/nap mats before leaving. A sanitizing solution will be available to use in the nursery. Assist with moving Head Start items back into their proper places.
- Used crib sheets will need to be placed in the dirty linen container. The Nursery at Allen Temple staff or team members will be responsible for laundering the sheets.
- Report to the nursery coordinator any issues that are hindering the carry out of the duties or responsibilities.
- Communicate in advance, by phone or email to the nursery coordinator: 1) any planned absences with an advance two week notice, or 2) any unplanned absences at least two hours prior to the shift.

### **Qualifications:**

- Experience in caring for children between the ages of 0 to 5 with the ability to adapt and interact with a variety of personalities.
- Satisfactory completion of background check
- Must present the results of a current (within 1 year) Tuberculin and current immunizations.
- Satisfactory completion of CPR training for infants and children.
- Must adhere to Allen Temple Baptist Church Child Protection Policy Guidelines.

### **Termination Policy:**

Dependability is essential. Tardiness and excessive absences cannot be tolerated and will result in termination of employment. Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member. Termination may occur for failure to carry out job duties as described above or failure to comply with the Allen Temple Baptist Church Child Protection Policy.

### **How To Apply:**

Contact Rev. Charlotte Williams at [cwilliams@allen-temple.org](mailto:cwilliams@allen-temple.org) to request an application.

**ALLEN TEMPLE BAPTIST CHURCH**

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