



**Church:** Houston Chinese Church (Houston, TX)  
**Position:** Nursery Caregiver  
**Category:** Part-time  
**Supervisor:** Nursery Coordinator

Houston Chinese Church (HCC) is looking for nursery caregivers to lovingly care for babies and toddlers. Beginning in 1975, HCC now has English, Mandarin, and Cantonese-speaking congregations, with Sunday attendance around 1000, and total children's attendance of approximately 150 kids (~40 of which are nursery-age). At HCC, we aim to provide quality care and supervision of children in a secure, nurturing environment where each child will see, hear, and feel the love of Jesus Christ and parents can feel confident their child will receive great care and teaching.

### **Responsibilities & Duties:**

At all times, two adults will be present in the nursery classrooms to provide nurture and care. The Nursery Caregivers will set-up the childcare space prior to the children's arrival, welcome children and parents, pay attention to any specific concerns or needs the parent shares, and provide structure for playtime, snacks, & rest (as needed). This may include learning the names of the children and parents, reading books, singing songs, playing games, and assisting children with hand-washing & eating snacks, changing diapers, holding, rocking, and supporting the safety of the classroom through behavior management. It is the Nursery Caregiver's responsibility to be sure that all children are cared for in an appropriate manner.

### **Time Required:**

Nursery Caregivers will be scheduled for weekly events (Friday 7:00pm-9:00pm and/or Sunday 9:15am-12:15pm) and on an as-needed basis. All Nursery Caregivers are part-time. Caregivers are expected to be present approximately 30 minutes before the scheduled event and should stay until all the children in their care have been picked up by their parents and the classroom is cleaned up.

### **Skills needed/to be developed:**

A love of children, behavior management skills, and the gifts of hospitality, patience, kindness, and joy. Caregivers should also desire to provide care to the children and should consider the children in their care their number one priority while working. Some experience with parenting, childcare, and/or teaching infants/toddlers is necessary. Fluent in English is required and fluent in Chinese is a plus!

### **Training Required:**

According to Policies, HCC will conduct a criminal background check on all staff and volunteers working with children. Staff must also complete an orientation/training session once a year and additional continuing education in-services, as needed and/or as requested by the Children's Ministry Team.

**To apply, please contact Bin Zhu: [nursery@hcchome.org](mailto:nursery@hcchome.org)**