



**St James Cathedral**  
CHICAGO

**Job Opening  
Nursery Caretaker  
Hourly Position**

St. James Cathedral, founded in 1834 and the oldest Episcopal church in Chicago, is a vibrant, diverse, multi-cultural, urban church located in the dynamic River North area of downtown Chicago, just off Michigan Avenue. We are a growing congregation, including the rapid development of our children and youth ministries

**Position Summary**

The purpose of the nursery is to provide safe, secure, nurturing, clean, and efficient care for children during St. James' 11 a.m. service and other special services as needed.

**Responsibilities:**

- Age-appropriate care which includes feeding, changing diapers, maintaining a safe environment, holding, sitting with, and cheerfully interacting with children through games, stories, and play
- Building relationships with parents and children
- Communicating to the Director of Children & Youth Ministry about families, schedules, and concerns
- Keeping accurate timecard and turning time card in at the end of each month
- Keep nursery toys clean and organized
- Staying until all children are secured with a parent/guardian

**Time Commitment**

Sunday mornings from 10:30-12:30 p.m. from September through June. Summer Hours June through August and Special Service hours as needed. Nursery workers report to the Director of Children and Youth Ministry.

**Paid Training:** Keeping God's People Safe (Abuse Prevention Training). Background Check required.

**Compensation:** \$21/hour

Interested candidates should email Briana Calhoun, Director of Children & Youth Ministry, at [bcalhoun@saintjamescathedral.org](mailto:bcalhoun@saintjamescathedral.org).