

**NURSERY ATTENDANT
POSITION DESCRIPTION
JOLLIFF UNITED METHODIST CHURCH**

PURPOSE: Provide supervision and care for children in the Nursery during worship service and other church related events. This position aids in building and maintaining the children's ministry while helping infants and toddlers to grow in their relationship with Jesus Christ.

MINIMUM QUALIFICATIONS

- Believe in and uphold the principles of Christian faith and practice.
- Must be at least 18 years old.
- Have at least one year of childcare experience.
- CPR and First Aid Certifications-Provide evidence of certification or be willing to obtain certification as soon as there is an opportunity, locally and agree to keep certification up to date.
- Be capable of passing a background check and fingerprint prior to being hired.
- Complete the Jolliff United Methodist Church's Safe Sanctuary Policy and provide evidence of completion to the Church Secretary.
- Be able to supervise and care for infants and toddlers by consistently providing a safe, secure, nurturing, and positive environment.
- Capable of working with the Pastor, the Nursery Coordinator, and the church volunteers.

PHYSICAL QUALIFICATIONS

- Must be able to lift a minimum of 35 pounds.
- Must be able to bend, stoop, reach, stretch, and respond quickly with physical movements.

ADMINISTRATIVE RELATIONSHIPS

- The Nursery Attendant is employed by Jolliff United Methodist Church and is responsible to the Staff-Parish Relations Committee (SPRC).
- The Nursery Attendant is supervised by the Nursery Coordinator. Secondary supervision comes from the Pastor.

DUTIES AND RESPONSIBILITIES

- Arrive 15 minutes prior to event and stay until all children are picked up.
- Notify Nursery Coordinator of any emergency.
- Work with church volunteers to ensure a pleasant environment.
- Update and maintain infant and toddler care forms.
- Greet parents and children. Introduce yourself and learn the names of children and parents.
- Take attendance and gather appropriate information on the sign-in sheet including any special instructions required for the child from the parent.
- Provide age-appropriate material during the child's stay-reading, singing, coloring, etc.
- Prior to the conclusion of the church service or an event, check each infant and toddler and change diapers as necessary.
- Communicate with parents about their child's activities during the nursery stay and inform them of any incidents or concerns.
- Remove and discard unsafe toys and objects from the nursery.
- Wash rattles after use.
- Following each nursery use, clean/straighten room as required and wipe down changing tables.
- Dispose of the diaper pail bag in the outside trash container.
- Communicate with the Nursery Coordinator regarding any concerns, suggestions for improvement, or maintenance needs.
- Report all incidents that occur with any of the children in the nursery at any time to the Nursery Coordinator.
- Regularly check on needed items such as snacks, diapers, wipes, juice, etc. and provide the Nursery Coordinator with a list of these needs.
- Assist with Children's Church as requested when no children are present in the nursery.
- Be knowledgeable of and enforce the church's Safe Sanctuary Policy.
- Be aware that friends, visitors, and family members of the Nursery Attendant are not allowed in the nursery unless they are age-appropriate (4 years and under).
- Cell phones should not be used in the nursery when children are present except in an emergency or to contact a parent.

BENEFITS AND ADDITIONAL JOB REQUIREMENTS

- This is a pay per event position, and the wage is recommended by the SPRC and approved by the Church Council.

- This is an “at-will” position meaning that the employee may resign at will with or without cause and the SPRC may terminate employment with or without cause.
- A minimum of two-weeks is requested in the event of the employee’s intended resignation.
- The hours required for this position are as follows: 9:45 am to 11:30 am, Sundays. There could be other events in which the Attendant is needed and in those cases the attendant will be notified as soon as the need is known. At a minimum, there will be one event each week, i.e., Bible Study, one Thursday night dinner each month and any other event that might occur during the week.
- There are no paid holidays, paid time-off or benefits associated with this position.
- The employee will notify the Nursery Coordinator as soon as possible when he/she cannot make the scheduled reporting time.
- Payment will be every 2 weeks.
- The Pastor will regularly consult with the employee and review work performance, providing suggestions and guidance as needed.

Employee Signature _____ Date _____

Pastor Signature _____ Date _____

SPRC Representative _____ Date _____

Nursery Coordinator _____ Date _____