

JOB DESCRIPTION: NURSERY ATTENDANT

The Nursery attendant shall provide a safe, secure and nurturing environment with proper physical, emotional, and intellectual stimulation for our children ages 0-6 years while working in the church nursery.

JOB STATUS – hourly rate, paid monthly

JOB RESPONSIBILITIES

- Arrive on Sunday morning in a timely manner to open and prepare the nursery and stay until all children are picked up and the room is picked up.
- Greet each child when dropped off by parent/guardian, ensure each child is signed in, identify each child's belongings, and make note of special instructions from parents.
- Interact with the children and provide age-appropriate care which may include: snack sharing, changing diapers, maintaining a safe environment, holding, sitting with, and cheerfully interacting with children through games, stories, crafts, reading, prayer, and play.
- Straighten room and clean/disinfect toys as necessary before leaving.
- Work well with other volunteers for the benefit of the children.
- Other duties as assigned. (example: evening worship during Lent.)
- Report to the Volunteer Coordinator and turn in time card to the Financial Secretary .
- Work with Volunteer Coordinator to make sure that nursery supplies are kept stocked.
- Communicate in advance to the Volunteer Coordinator any absences. Planned absences must be given two weeks in advance and in the case of last-minute illness, must contact the Volunteer coordinator at latest by 6:45 a.m. so that a replacement may be found.

PHYSICAL REQUIREMENTS

- Ability to lift 10-50 lbs
- Ability to perform manual work that includes standing, sitting, walking, and bending

QUALIFICATIONS

- Be of good moral and Christian character
- Be polite, friendly, nurturing, caring, and courteous to all children, parents, and volunteers
- Knowledge of age-appropriate needs for the children in the nursery.
- Ability to interact and adapt with a variety of personalities and characteristics common in children ages 0-5.
- Background experiences in child care or early childhood development preferred.
- Willingness to submit to background and drug screenings.
- 19 years of age or older.
- Possess or be willing to receive training in infant CPR or willing to complete such a course at the church's expense.