

Nursery Attendant
Job Description
Rincon United Methodist Church

Purpose

Provide supervision and care of 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 prior to being hired.
- 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 parent 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 the Rincon 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 situation.
- Work with parent volunteers to ensure a pleasant environment.
- Update and maintain infant and toddler care cards.
- 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.
- Serve appropriate snacks and juice with parent's approval.
- Prior to parent's arrival after a service or 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 and cups 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 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 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 an hourly, non-exempt position and the hourly wage is established and approved by the SPRC and the Pastor in conjunction with the established procedures and policies of the United Methodist Church.
- 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 notice is requested in the event of the employee's intended resignation.
- The hours required for this position are as follows: 9:45 a.m. to 12:15 p.m., 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.
- 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.
- Pay period is monthly and payment is made at the end of each month.
- The employee shall keep an accurate record of all time worked during the month.
- The Nursery Coordinator will regularly consult with the employee and review work performance, providing suggestions and guidance as needed.