**Ministry Description**

Position: **Nursery Attendant**

Compensation: $13.75 per hour

Supervisor: Director of Children’s, Youth and Family Ministries

Hours/Week: 1½ - 3½

*\* Nursery coverage is provided by 2-3 people but only one individual is needed per shift.*

*Nursery shifts include Sundays from 8:45am – 12:15pm,*

*Wednesdays from 6:30-8:15pm and additional hours as needed.*

Purpose:

Nursery Attendants provide an environment where the parents of infants and toddlers (birth through age 3) feel comfortable leaving their children to be lovingly cared for while they engage in worship or other church happenings.

Qualifications:

* Displays a love for and belief in Jesus Christ
* High school diploma and experienced childcare provider
* Considers this position a ministry and not a job
* Exhibits a passion around caring for, working with and nurturing faith development in children
* Highly-motivated and self-directed team player who enjoys working with people of all ages
* Values and maintains healthy boundaries, confidentiality, punctuality and reliability
* Displays strong communication and relational skills
* Eighteen years of age or older and capable of lifting 30 pounds
* United Methodist background is not required, but must be supportive of the standards, theology and policy of Community United Methodist Church, as well as the larger United Methodist Church
* Up-to-date First Aid and Infant/Child CPR certification *(if not, the church will pay for certification)*
* Background check required *(paid for by the church)*
* Experience supervising volunteers preferred, as is Child Development/Early Childhood background training/degree
* Licensed home childcare provider or DHS-qualified teacher preferred

Responsibilities:

* Offers developmentally-appropriate activities and childcare in the nursery on Sunday mornings and Wednesday evenings (during the academic year), during holiday and mid-week worship services (e.g. Christmas Eve, Ash Wednesday, Maundy Thursday, Good Friday) and at other agreed upon times as needed
* Supervises older children (elementary and tween) from 7:30-8:15pm on Wednesday nights (activities provided for students by the Director of Children’s, Youth and Family Ministries)
* Develops authentic relationships with children and their families, treating all with welcome, dignity and respect
* Provides a caring, loving and safe environment while playing with the children in the nursery
* Trains, supervises and works with volunteer nursery attendants
* Works with supervisor to carry out and review nursery policies and budgetary needs
* Maintains accurate and up-to-date registration and sign-in records
* Notifies supervisor when supplies are needed
* Reports all nursery incidents or injuries both verbally and in writing to supervisor
* Washes and disinfects nursery toys and furniture on a weekly basis
* Adheres to the policies and procedures outlined in the church’s Employee Handbook and publicly supports the pastor, staff and mission of the church