

### **Church Nursery Attendant Job Description**

**Purpose:** To provide dependable, safe, and nurturing care to the children in the nursery ages 0-3 on Sundays, (may go to age 5 on special days).

**Status:** Part-Time, Salaried. \$2,080, yearly.

**Additional Benefits:** Two-paid Sundays off per calendar year. 1 Sick-Paid Sunday per year. Any Sunday missed beyond these three given will result in a \$40 pay deduction per absence. Payment of \$15 per hour for additional needed days not including Sundays.

**Organizational Relationship and Supervision:** The Church Nursery Attendant (CNA) reports to the Senior Pastor for spiritual and ministry guidance. The Senior Pastor, in cooperation with the Personnel Committee, provides an annual evaluation of the Church Nursery Attendant's performance.

#### **Responsibilities:**

- Responsible for providing age-appropriate care which may include: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, holding, or sitting with and cheerfully interacting with children through games, stories, and play.
- Ensure Safe Sanctuary Policies are adequately kept for the size of our congregation, in consultation with the personnel committee.
- In the case of needing additional volunteer help, please coordinate with the Nursery/Children's Church Coordinator.
- Check each child in utilizing our Breeze Church Management Software System. This should be able to be done with the CNA's personal cell phone.
- Be polite, friendly, and courteous to all children, parents, and volunteers.
- Arrive 5 minutes prior to Sunday School. Child care hours include every Sunday 9:25-11:45.
- Stay until all children have been released **only** to his/her parent/guardian or another adult authorized by the child's parent/guardian.
- Straighten the room and clean up any toys before leaving. Daily return all items in nursery to shelves, clean/sanitize any item soiled before leaving.
- You are expected to work all Sundays even if it falls on a holiday and may be needed for other church events such as: special worship services (Ash Wednesday, Holy Week, Christmas Eve, Cantatas, etc.). The times and hours for these events will be specified at a later time, but well in advance for planning. For those days needed, you will be compensated at the amount given in the Additional Benefits section.
- In the event of an emergency notify the lead usher via the communication system. (Headset).

- Report to the Nursery/Children's Church Coordinator any issues. Communicate in advance, by phone to the nursery coordinator: 1) any planned absences with an advance two week notice, or 2) any unplanned absences at least two hours prior to the shift. (See Additional Benefits for details).

**Qualifications:**

- Experience in caring for children between the ages of 0 to 3
- Must be a nurturing, caring, patient caregiver who enjoys working with young children.
- At least 18 years of age
- Satisfactory completion of a background check and/or drug screening.
- Satisfactory completion of CPR training for infants and children.
- Safe Sanctuaries Certification. (Cost Covered By SMUMC)