

First United Presbyterian Church Nursery Attendant Job Description

Revised 9/7/17

Purpose: To provide safe, welcoming, and nurturing care to children ages infant to first grade during worship services. The nursery should be a place where the love of God is consistently expressed to each and every child through both the words and actions of the nursery attendant and volunteers.

Supervision & Evaluation:

- The Nursery Attendant will report to the Nursery Coordinator, who is a member of the Christian Education Committee, but is ultimately responsible to the Pastor (as Head of Staff), the Personnel Committee, and Session.
- An initial performance review will be conducted after a 30 day probationary period and will involve the Nursery Attendant, Nursery Coordinator, a representative of the Personnel Committee, and the Pastor. Subsequent performance reviews will be held annually.

Responsibilities:

- Maintain Nursery hours 10:00-11:30am every Sunday, including holidays
- Opportunities for additional hours may be made available for special church services/events. Such hours are optional and will be announced at least 2 weeks prior to the event
- Greet all children and their families in a welcoming and inviting way, helping to ease each child's transition into the nursery setting
- Provide age appropriate care to all children, including but not limited to:
 - Feeding, changing diapers, escorting to the bathroom
 - Holding, rocking, sitting and playing with children
- Provide cheerful interaction with the children through games, stories, play & prayer
- Be polite, friendly, and courteous to all children, parents, and volunteers
- In the event of an emergency notify the parent immediately. Notify the Nursery Coordinator at the first available opportunity.
- Record children and volunteer attendance and update nursery directory
- Supervise and direct volunteers who assist in the nursery
- Stay in the nursery until the children are secured with a responsible adult named on the child's registration form. Provide pertinent information to the family about their child's time in the nursery at pick-up.
- Keep the nursery clean and orderly. Clean and disinfect toys, tables, chairs, etc. as needed. Sanitizing solution will be available to use in the nursery.
- Provide input to the Nursery Coordinator as to needed equipment, maintenance, materials, and supplies.
- Communicate in advance (by phone) to the Nursery Coordinator any absences:
 - Planned absences require two week advanced notice
 - Unplanned absences require a minimum two hours notice prior to the shift

Qualifications:

- Experience in caring for children between the ages of 0 to 8 years, with the ability to adapt and interact with a variety of personalities
- A minimum of 18 years of age
- Satisfactory proof of completion of background check and drug screening
- Satisfactory proof of completion of CPR training for infants and children
- Satisfactory proof of completion of vaccinations & immunizations relevant to caring for infants & small children