

Introduction:

*This is the description of duties and responsibilities for the position of **Nursery Attendant** and is intended to describe the general value and level of work to be performed by the employee in that position. This job description is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of the person filling this position. It is extremely important that this document be updated and that it accurately defines the employee's duties and responsibilities. If an employee finds his or her job description to be inaccurate in any way, he or she should contact the Senior Pastor or a member of the Human Resources Committee.*

Title: Nursery Attendant

Reports to: Senior Pastor

Supervisory Responsibilities: Nursery Volunteers

Position Summary:

The Nursery Attendant is responsible for the care of children age 8 months to 3 years during the Sunday morning worship, education hour and other services/meetings as outlined below. The attendant will be the primary contact with the parents, the youth and family committee as well as the congregation to communicate the needs and care provided by the nursery. The nursery ministry is to provide an environment that is safe, comfortable and nurturing for children so that their parents may attend worship and other church activities. The Nursery Attendant reports to and is supervised by the Pastor; works directly with the Pastor and Youth and Family Committee.

Responsibilities:

- Work as part of a team of employees and volunteers.
- Begin preparing the nurseries thirty minutes prior to Sunday morning services. Be ready to receive children by fifteen minutes prior to the start of the service.
- Receive children from parents using the security policies.
- Love and care for all children in the nursery.
- Clean all spills, and maintain the area with a high level of sanitation and appeal to the eye.
- Monitor condition of nursery equipment and supplies and present items needing to be replaced to Youth and Family Committee.
- Following the service/meeting clean up the room, disposing of all trash, diapers, etc. and sanitize toys and materials used by children.
- Understand and follow the CLC policies and procedures for working with children.

Qualifications and Experience:

- Childcare experience necessary, CDA (Child Development Associate) or equivalent 1200 hours in infant/toddler child care.
- Must have reliable transportation.
- Excellent interpersonal skills, especially dealing with parents and children in a professional manner.
- Trained in basic first aid, including child/infant CPR training (must be willing to become certified)
- Satisfactory completion of a background check and reference check.

- Dependability.
- A personal faith in Jesus Christ as Savior and Lord and a willingness to share this faith with children.

Hours:

Expected hours for Sundays with learning hour	8:30 AM – 12:30 PM
Expected hours for Advent and Lenten Services	6:50 PM - 7:50 PM

Additional hours during additional services and meetings as applicable. Reasonable absences are expected. Notice must be given to the Pastor or the Youth Coordinator seven days in advance unless in case of illness or family emergency.

The Nursery Attendant is paid hourly for completing all of these tasks on a scheduled basis. This job does not require the Child Care Attendant to work more than 40 hours in any given week.

Revision History:

Original Effective Date: 10/08/2013

Last Revision Date: 11/12/2013

Council Approval: 12/10/2013