

Nursery Attendant

Jesus said, "Let the little children come to me, and do not hinder them; for to such belongs the kingdom of Heaven." Matthew 19:14.

General Job Description:

The mission of this position is to create a welcoming, safe, nurturing environment for children so that they want to come to church and to the nursery. We believe that Jesus called his followers to love children and give them a place of honor in our community. Creating a clean, safe, and nurturing environment for children in our nursery helps to honor them and welcome them.

As a child care provider, she or he will need to model kindness, compassion, and concern in interactions with children. She or he will be expected to model values such as sharing, non-violence and thankfulness. Children learn to know and trust God when they experience church as a safe and welcoming place.

The attendant will be the primary contact with the parents and will communicate through actions and words the purpose of providing a safe learning environment so that children might be nurtured into being followers of Jesus Christ.

Job Requirements:

1. To work as part of a team of employees and volunteers.
2. Be certified in First Aid and CPR.
3. Attend a training that covers SAFE IN OUR CARE with a trained staff member.
4. Read, understand and follow nursery policies.
5. Insure that the personal use of cell phones, either text or talk, does not occur while on duty.
6. Have a smile in your heart and on your face when you are with the children and parents. We always want our nursery to be an uplifting place to be.
7. Minimum Age – 16 years old. Nursery Attendants under the age of 18 will always be paired with a Nursery Attendant who is over the age of 18.
8. Nursery Attendants under the age of 18 are required to attend a childcare/babysitting class.

Specific Job Description:

1. To arrive 15 minutes prior to nursery opening and stay until 15 minutes after worship ends and all children have been picked up. Since parents may bring their children to the nursery later during the worship service, the Nursery Attendant will stay until the end of the service even if no children are present.
2. To check to see that the nursery is well stocked with supplies.
3. To provide a safe and loving environment for all children in the nursery.
4. Insure that no child is left alone in the Nursery under any circumstance.
5. To provide for efficient check-in of children keeping accurate record of the child's name, parents name and any special requirements for each child in the nursery.
6. To provide parents with a Child Registration Form and a Nursery Parent Guidelines brochure.
7. To introduce her/himself to the parent and child. It is expected that the Nursery Attendant will be near the door to the room so contact may be quick.
8. To label each child's belongings
9. To keep an accurate and up to date record of the number of children in the nursery during each church school, worship service or other church event.
10. To keep all information about the children in the program and their families confidential.
11. To provide a routine for organized play and experiences in the Nursery.
12. To actively participate with the children. The environment will be much more positive and happy when you are actively involved with the children.
13. To provide positive verbal discipline, guidance and correction when needed to foster a safe, trusting and nurturing environment.
14. Be responsible for the general neatness and cleanliness of the Nursery. Change linens and place soiled linens in the provided laundry bag. Toys and materials must be cleaned/ sanitized after each use. Broken/ damaged items need to be disposed of.
15. Attendants must follow general hand washing guidelines for safety

following potty time, each diaper change or after cleaning any bodily discharge, such as wiping noses.

16. To promptly inform the nursery coordinator of any nursery issues, complaints or needs; including any needed repairs to facilities or equipment.
17. To keep track of hours worked and submit to the nursery coordinator.
18. To give as much advance notice as possible to the nursery coordinator when not able to be present.

Support:

1. First Aid and CPR training will be provided to the Nursery Attendant.
2. Materials and forms will be provided for your use.
3. Each Nursery Attendant will attend a probationary performance review after three months in the position, and on an annual basis.
4. The Personnel Committee will annually review the adequacy of compensation.
5. All required training opportunities will be provided for the attendant.
6. The following people are available during services and church events if questions or situations arise that you are not able or authorized to address. Please contact them immediately.

Name:

Phone Number:

- 1.
- 2.
- 3.
- 4.

I have read, understand and agree to adhere to the Policies and Procedures set forth in this document.

Name

Date