



JOB TITLE: Nursery Attendant
MINISTRY: CHILDREN'S
SUPERVISOR: Nursery Coordinator
FLSA STATUS: Part-time / Hourly / Non-Exempt
WORK HOURS: Hours are determined by the Nursery Coordinator (not to exceed, on average, 10 hours per week).

POSITION SUMMARY: Under the supervision of the Nursery Coordinator, the Nursery Attendant provides care and interaction with the children, helping transition, interfacing with parents, and ensuring setup and cleanups are completed for their assigned room. Their work should exemplify the goal of the Nursery Ministry, which is to love and nurture our children, keep them safe, and make Jesus real to them.

DUTIES/RESPONSIBILITIES:

- Interface with parents to assure sign-in process is followed; extend warm greetings and answer questions as needed or direct to the Nursery Coordinator.
- Welcome all children and assist with transitions into rooms as needed, coaching through separation anxiety.
- Interact with the children in ways that create an environment that stimulates and encourages the trusting faith formation to which the Nursery is committed.
- Provides care for all children assigned to their room, including completion of the Care Card provided to the parent.
- Report any family situations to Nursery Coordinator.
- Assist with children on the playground as needed.

QUALIFICATIONS

- Experience babysitting young children required.
- Must demonstrate a loving and caring nature suitable for working with infants, toddlers, two- and three-year-olds.

CERTIFICATES, LICENSES, REGISTRATIONS

- Current First Aid and CPR certification is preferred.
- This person is encouraged to participate in Continuing Education events.

SUPERVISORY RESPONSIBILITIES

- None

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to pick up nursery-aged children and to handle diapering. Walking to playgrounds and monitoring play on equipment are necessary components of the job. Talking and interacting with children in play, mostly on the floor, are also required.

While performing the duties of this job, the employee works both indoors and outdoors consistent with normal childcare situations, including outdoor playground times in varying weather. Exposure to communicable diseases is a factor.

ACKNOWLEDGEMENT AND AGREEMENT: Please sign below in receipt and acknowledgment of the above job description. Essential functions of the job described may be subject to change at any time due to reasonable accommodation or other reasons.

ACCEPTED AND AGREED:

Employee Signature: _____

Employee Name (printed): _____

Supervisor Signature: _____

Date: _____