

## **JOB DESCRIPTION**

### **Nursery Attendant**

Non-Exempt

**PURPOSE OF POSITION:** To provide care for nursery-aged children (ages 0 to 4 years) and assist with children in Sunday School as requested.

**PRIMARY ACCOUNTABILITY:** The Nursery Attendant is accountable to the Pastor and to Session. The Sunday School Director may direct the activities of the Nursery Attendant.

#### **RESPONSIBILITIES:**

- Provide nurturing care for children of our church members and visitors.
- Maintain a safe, clean, and healthy environment. Disinfect all toys after use.
- Arrive at the nursery a half hour before worship (9:30am) each Sunday to prepare for children.
- Assure families and children that they are welcome.
- Record the names of the children cared for.
- Inform the Pastor of general issues, concerns, and/or requests.
- Be willing to provide child care for special events as requested.

#### **QUALIFICATIONS:**

- At least 3 years of experience providing child care is preferred.
- Training and/or certification in child care.

#### **Background check is required**

**HOURS:** Two (2) hours per week on Sundays during the Program Year (typically September through mid-June). Additional hours may be logged for special events as requested. A timesheet must be submitted every two weeks.

**VACATION:** An allowance of a maximum of two (2) absences, two Sundays, will be provided per Program Year (September through June). The Nursery Attendant must give the Pastor at least two weeks of notice for anticipated absences. In the case of emergency absences (i.e., sudden illness), every possible attempt will be made to contact the Pastor to arrange for emergency coverage.