

Job Description: Nursery Attendant

St James Lutheran Church, Crystal MN

Accountability: Reports to Senior Pastor & Children's Ministry Team

Mission & Purpose:

The mission of this position is to create a welcoming, safe, nurturing environment for children so 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 us to honor them and welcome them.

As a child care provider, you will need to model kindness, compassion, and concern in interactions with all children. You 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.

Duties and Responsibilities:

- Arrive 15 minutes early to set up, turn on heat and gather necessary supplies
- Upon arriving, check room for safety and cleanliness.
- Welcome parents and children. See that diaper bags and other items are labeled.
- Oversee the check-in & Check out process.
- Actively participate with children (i.e. sing, play, read with them).
- Create interactive activities for children to engage and learn
- Change diapers as needed and assist infants and toddlers with using the bathroom. (i.e. every diaper should be changed before parent's pick up. Potty training children should 'try' at least once).
- Communicate with parents. If a rash or oncoming illness is noticed, inform them. Work with parents to resolve separation anxiety.
- Be attentive to children, ensure safe space for children, and maintain respectful and proper communication and relationship with parents, children, co-workers volunteers and church staff.
- Pray for the children in your care!
- Ensure toys are clean and safe at the beginning and end of each use. Disinfect after every week.
- Report concerns or ideas for improvement to the Pastor of CY&F or Children's Ministry Team
- Be aware of safety procedures (fire, tornado, child protection etc.)
- Communicate regularly with Pastor of CY&F

Time Requirements

8:30am-12:30am Sunday mornings. (September- May)

9:15-10:45 Sunday mornings (Memorial weekend – Labor Day weekend)

This is a part time job, primarily on Sundays, including holidays (i.e. Easter Sunday). Previously it was shared between two people. There are options for job share as well as additional opportunities for extra hours for special services, activities or events. The pay for this position is \$13.00 + per hour.

This job is subject to the Personnel Policies of St. James Lutheran Church. This position reports to the Associate Pastor

Qualifications:

- Adult 18 year of age with Clean Background Check
- Faith in Jesus Christ
- Proven experience working with young children
- Dependable attendance
- First Aid & CPR training
- Pass Background Check & attend Protect our Children Training course.
- Good communication skills
- Cheerful and pleasant demeanor
- Ability to greet and work effectively and maintain positive and respectful relationships with parents, children, co-workers, volunteers and church staff
- Strong organizational skills and ability to work independently
- Ability to handle multiple tasks

Minimum education: High school graduate or equivalent.

Physical Requirements:

- Must be able to lift 30 pounds.
- Must be able to bend, stoop, and kneel.

Updated: January, 2017

Time Requirements

From September (post-Labor Day) through the Sunday prior to Memorial Weekend

8:30-12:30pm

9:15-10:45 a.m. for the Summer worship (Memorial weekend – Labor Day weekend)