

POSITION DESCRIPTION

NURSERY ATTENDANT TRI-LAKES UNITED METHODIST CHURCH (TLUMC)

POSITION: Nursery Attendant

SUPERVISOR: Director of Children's Ministry

POSITION CATEGORY: Part-time, hourly employee without benefits. On-call shifts available

PAY RATE: \$15-\$17/hour depending on experience

SHIFT EXPECTATIONS:

- Sunday mornings, start time 9-9:15 a.m., required to work at least through 11:15 a.m. If nursery services are needed during the 11:00 a.m. service, required to stay until the last child returns to their parent/guardian and all required clean-up is completed, ~12:15-12:30 p.m. Will guarantee a minimum of 3 hours of work each Sunday, even if children are not present (see other job duties noted below).
- Additional shifts or alternate times may be requested for holidays, other church activities, or special events. These additional dates will be requested 1-2 weeks in advance of the event and a response to these requests will be required within 48 hours.

POSITION SUMMARY: The Nursery Attendant will provide a safe, nurturing, Christian environment for young children so that their parents or caregivers will feel comfortable participating in worship and other church activities.

RESPONSIBILITIES:

- Ensure a positive, caring, and loving environment that is stimulating to children
- Interact with children during their time in the nursery with love and appropriate touch
- Change diapers and help with toilet training as needed
- Use curriculum provided to engage children in age-appropriate activities through which they will learn about God's love for them
- Follow Nursery Guidelines, including maintenance of the nursery, filling out time sheets, cleaning toys and other items after use
- Adhere to Safe Sanctuary policies and report issues to the Director of Children's Ministry
- Embrace professional and spiritual growth through attending in-service training, education courses, and church activities
- Other duties as assigned to include, but not limited to: assisting the Director of Children's Ministry with Sunday School duties when children are not present in the nursery, light cleaning when children are not present in the nursery, monthly laundry from the kitchens, etc.
- Maintain current First Aid and CPR certifications
- Coordinate and cooperate with church staff, the Director of Children's Ministry, and other nursery workers/volunteers
- Adhering to all aspects of the TLUMC Employee handbook

QUALIFICATIONS:

Must be a minimum of 18 years of age, pass a background check, and pass First Aid/CPR certification. Experience caring for young children is required.

*All candidates will be considered in alignment with TLUMC's hiring procedures.