

Second Presbyterian Church Nursery Attendant

Reports to: Associate Pastor, Senior Pastor

Status: Contracted - Sundays, 7:45-12:00 p.m. and other times as needed

Date Approved:

Incumbent: Vacant

Approved By: _____
Rosemary Polk, Personnel Chair

_____ **Paul Rock, Head of Staff**

POSITION SUMMARY:

The Nursery Attendant supports the purpose of Second Presbyterian Church, which is a community being transformed by Christ to help transform the world. To help fulfill that purpose, the Nursery Attendant provides a caring, safe, and nurturing environment for infants, toddlers and young children requiring care while their families attend worship and/or other church functions.

RELATIONSHIPS:

1. Work as part of a team of employees and volunteers.
2. Establish and maintain good communication and be sensitive and responsive to parents.
3. Work cooperatively with the Children's Director, Associate Pastor, and Youth Director in order to:
 - a. Provide safe, nurturing nursery care at church events, worship services, and other church functions
 - b. Monitor the condition of the nursery environment, equipment, and supplies and alert the appropriate person or team in case of problems.
 - c. Review the structure and functions of the nursery attendant position as needed.

MAJOR RESPONSIBILITIES:

1. Be on-site in the nursery for the entire scheduled time. Hours will begin 15 minutes before each event begins. Hours end at the conclusion of the service or activity, or after the last child is picked up, and the room is cleaned and toys sanitized according to Paragraph 5, below.
2. Receive children from parents following nursery policies and procedures.
3. Offer and provide for the emotional, physical and social needs of young children during the time they are in the church nursery.
4. Prepare and maintain a warm, safe environment that is orderly, clean and appealing.
5. Clean the room and sanitize toys and materials used by children. Heavy cleaning (vacuuming, toilets, sinks and floor mopping) will be taken care of by the custodial staff.
6. Work with nursery attendants to arrange for an approved substitute in the event of your absence from scheduled time.

PROFESSIONAL QUALIFICATIONS REQUIRED:

- Read, understand and follow Child Protection Policy to ensure a safe, nurturing environment
- Complete a background check before hiring.
- Certified in child/infant CPR (or be willing to become certified)

PERSONAL QUALITIES DESIRED:

- Thrives in the company of small children, and full of energy.
- Attends to, nurtures and models healthy relationships with Christ, family, staff, congregation and community.
- Friendly and approachable by all ages.

EVALUATION

Reviews will be conducted every 6 months.