

Covenant Presbyterian Church

Job Description

Jesus said, "Let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these." Matthew 19:14

JOB TITLE: Nursery Attendant

MISSION STATEMENT: We will provide a safe, nurturing environment in which young children are introduced to the love and grace of Jesus Christ. Our goal is to complement the parents' efforts and encourage them in their teaching of God's truths. Our nursery rooms are designed primarily for children from newborn to age 5.

IMMEDIATE SUPERVISOR: Nursery Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Essential job duties include, but are not limited to the following:

A. Childcare Rooms and Supplies

1. Arrive and prepare assigned room(s) 15 minutes before children arrive (Prepare cribs, set out age appropriate toys, organize check in materials, etc.).
2. Clean room and sanitize toys thoroughly upon completion of childcare session.
3. Pick up playground area if used during childcare session.
4. Report all supply needs and repairs to Nursery Coordinator (verbally or written).
5. Report any safety hazards found in the room(s) or playground area to Nursery Coordinator (verbally or written).

B. Childcare Sessions - General

1. Greet parent(s) and children in a friendly way and assure each child is properly checked in (procedures outlined in Covenant's Nursery Policies and Procedures Manual).
2. Check diaper bags and other belongings to see that they are properly identified with child's name.
6. Check diaper change needs frequently and follow proper diaper changing procedures (procedures are outlined in Covenant's Nursery Policies and Procedures Manual).
7. Feed infants as directed by parent(s) and serve older children snacks provided by the parent(s) or approved nursery snacks (approved snacks outlined in Covenant's Nursery Policies and Procedures Manual).
8. Interact with children – read, play, hold, comfort – create a loving Christ-like environment where each child is comfortable.
9. Communicate child's activities to the parents; follow proper checkout procedures; as parent(s) and child leave send them off with a warm good-bye (procedures outlined in Covenant's Nursery Policies and Procedures Manual).
10. Show good judgment in various situations that impact the well being of each child.

C. Christian Child Nurture

1. During worship services, special events, and selected regular weekly programs interact and play with the children following the selected curriculum and resource materials.

2. Pray with and for the children during their time in the nursery, particularly at meal/snack times.
3. Follow the scheduled plan for the time children spend in the nursery to include, but not limited to: prayer, Bible storytelling, Bible songs, and Bible crafts – all of which will relate to and reinforce the selected curriculum or program.

PERIODIC DUTIES AND RESPONSIBILITIES:

Periodic job duties include, but are not limited to the following:

1. Handle emergency situations properly as outlined in Covenant's Nursery Policies and Procedures Manual.
2. Attend monthly staff meetings and periodic continuing education training.
3. Attend CPR/First Aid training sessions, become certified and renew certification as needed. The training is required and must be attended by all within the first six months of hire date.
4. Work with approved adult and youth volunteers that are a vital part of the Nursery Ministry Team.

Weekly Work Hours: Sunday mornings from 8:30 a.m. – 12:30 p.m.; Monday mornings from 9:30 a.m. – 12:30 p.m.; Wednesday nights from 5:30 – 9:00 p.m., and other times as assigned by the Nursery Coordinator.

Salary: \$ 8.00 per hour and Covenant Presbyterian Church will cover the cost of CPR/First Aid training and other continuing education training.

Vacation/Sick Leave: Vacation will be approved by the Nursery Coordinator at least two weeks prior to the date requested so that adequate childcare coverage can be provided. If employee gets sick or experiences a family emergency, the Nursery Coordinator will be contacted as soon as possible.

QUALIFICATIONS:

Character:

The Nursery Attendant shall:

- have a love and appreciation for children;
- have a friendly and cheerful demeanor;
- be a dependable and flexible person;
- have the ability to get along with and work well with others;
- have a willingness to learn about the physical, social, mental, and spiritual development of children;
- have good communication skills and displays common sense, patience, and good judgment;
- possess a desire and willingness to grow in their personal relationship with Christ.

Education and/or Experience:

Required:

- 18 years or older with a high school diploma or GED

Preferred:

- experience in childcare (babysitting course, day care experience)
- experience teaching with arts, craft, and media aides

- experience working with a curriculum and resource materials

Knowledge, Skills, and Abilities:

The Nursery Attendant should possess:

- the ability to read, analyze, and interpret educational materials as needed.
- strong interpersonal skills with the ability to relate to many different ages and types of children.
- the ability to effectively present information and respond to questions from parents and staff.
- the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- the ability to deal with problems efficiently and effectively while maintaining good working relationships.

Physical Demands:

The Nursery Attendant shall be able to:

- stand; walk; sit; use hands to handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear.
- lift and/or move up to 30 pounds.

Background Check Required: yes.

EEOC Employer: yes.

The above statements are intended to describe the general nature of this job and the level of work performed by employees in this position. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves, of children, or of other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related instructions and to perform any other job-related duties required by their supervisor.

Requirements are representative of minimum levels of knowledge, skills, and/or aptitudes to perform each duty proficiently.

This document does not create an employment contract, other than an "at will" employment relationship.

The immediate supervisor will prepare a performance evaluation of this position every six months, with additional feedback as required.

Approved by Employee _____ Date _____

Approved by Supervisor _____ Date _____

Approved by DCYM _____ Date _____

(Director of Children and Youth Ministries)