

Nursery Attendant (Nursery Worker)

Job Description

CHURCH MISSION STATEMENT: “To make disciples of Jesus Christ, who make disciples, equipped to transform lives, communities and the world.” Sharing Christ, Making Disciples.

This job description should not be interpreted as all-inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbent may be requested to perform job-related responsibilities and tasks other than those explicitly stated in this job description.

POSITION REPORTS TO: Nursery Manager and Children’s Director

POSITION CLASSIFICATION: Regular Part-Time Hourly

POSITION SUMMARY: Provides physical, emotional, and intellectual stimulation and safety of children six week- sixth grade, while they are in the church nursery or in church childcare.

RESPONSIBILITIES AND EXPECTATIONS:

- Abide by all policies and guidelines of First United Methodist Church-Bentonville at all times. This includes, but is not limited to, Safe Sanctuaries policy, Nursery and Childcare “Best Practices” Manual, and Children’s Ministries Nursery and Childcare Family Handbook.
- Attend quarterly nursery trainings, and all other required training. Advance notice of training dates will be given.
- Complete Nursery forms as needed and communicate special needs to volunteers and Nursery Coordinator.
- Arrive on time to nursery at least 15 minutes prior to service/activity for which you are scheduled, and stay at least 15 minutes after, or until all children are secured with responsible adult. There are some services and events which require the Nursery to open earlier than 15 minutes prior (i.e. Christmas Eve), and the Nursery Coordinator will convey this need at the time of scheduling.
- Ensure safety of nursery environment, i.e. cleaning products and medications stored out of reach of children, outlet covers on electrical outlets, sanitation procedures followed, etc.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- 18 years of age and no longer in high school.
- Be of good moral and Christian character.

- Stability of mental, physical, and emotional health.
- Completion of background check and all required forms.
- Safe Sanctuaries trained (training offered through church)
- Receive CPR training and certification for infants and children within 90 days of hire.
- Active willingness to advance personal knowledge of nursery care and childcare for children six weeks of age-sixth grade.

PREFERRED QUALIFICATIONS:

- Knowledge of age-appropriate needs for children six weeks of age-sixth grade.
- Ability to adapt and interact with a variety of personalities and developmental levels common to children six weeks of age-six years.
- Experience in childcare settings.