

South Elkhorn Christian Church

Nursery Attendant Job Description

The mission of this position is to create a welcoming, safe, nurturing environment for children so that 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, she or he will need to model kindness, compassion, and concern in interactions with all the children. She or he 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.

Responsibilities

1. Greet the parents. It is expected that the Nursery Attendant will be near the door to the room so contact may be quick. The Nursery Attendant will execute the Check-in procedure (sign-in, name tag for child and diaper bag).
2. Actively participate with the children. Get down on the floor, talk to them about what they are doing, offer new toys or new ways to play with the toys, read to them, etc.
3. For each child, complete the Activity Log when needed and follow the Check-out procedure (Greet the parents, share any notable items with the parents, retrieve child's belongings, etc).

Typical Sunday Routine:

8:30 AM - Arrive at the church nursery and do any necessary setup to be ready to joyfully welcome children and volunteer staff to the nursery. Children 6 weeks- 2 years old are welcome to use the nursery.

9:00 AM - Children will start arriving. All children should have a Contact Form on file with us. If they are arriving for the first time, welcome the parents to the nursery and have them fill out this form.

10:00-10:30 AM- A second wave of Children will arrive. Follow the Check-in Procedure for each child.

11:10 AM – Check and change diapers as necessary so children are ready for parents to pick up. Those who are being potty-trained should be encouraged to go to the bathroom.

11:30 AM- Parents begin to arrive to pick up children.

11:30 AM. - 12: 00 p.m. - Clean-up and final check on nursery and departure.

General Information

This is a part time job. You will work approximately 3 hours each Sunday morning, including Easter Sunday. We may ask you to work additional hours for special services, activities, or events, especially Sunday evenings. The pay for this position is **\$12.50 per hour**. This position reports to the Associate Pastor.

It is your responsibility to notify the Associate Pastor in the event you are unable to work or will be late. Please give them as much advance notice as possible.

If a child is hurt or injured, complete an **Incident Report** for Parent and Associate Pastor. Notify the Associate Pastor immediately after the conclusion of the event.