

**Part Time Paid Nursery Staff Attendant**

**Purpose**

The purpose of serving as a Nursery Attendant at Nashville UMC is to glorify God by caring for the youngest members of the congregation.

**Reports To**

Nursery Coordinator, Children and Youth Pastor, Senior Pastor, SPRC

**General Qualifications**

- 1) A person of authentic and proper Christian morals and character
- 2) Upholding a polite and friendly attitude towards all children, parents, and volunteers.
- 3) Speak in a gentle tone towards all children
- 4) Stable physical, mental, emotional, and spiritual health.
- 5) Knowledge of age appropriate needs for children ages 0-4.
- 6) Capacity to adapt and interact with a variety of personalities and characteristics that are common for children ages 0-4.
- 7) Active willingness to develop and advance personal knowledge of nursery care through seminars, workshops, readings, etc.
- 8) Willingness to submit to a background or drug test at any time
- 9) Submission of a physician's report stating that the coordinator is in good health, presentation of the results should be current (within 1 year).
- 10) Absences will be communicated at least two (2) weeks in advance to the Nursery Coordinator.

**Requirements**

- A respectable individual with a growing and vibrant relationship in his or her walk with God in spirit and truth through Jesus Christ.
- At least 20 years of age with a valid drivers' license.
- Fulfill any requirements of Safe Sanctuaries

**Essential Duties**

- Pray regularly for the Nursery Coordinator, other Nursery attendants, and all children cared for in the Nursery.
- Arrival at church at least 20 minutes prior to the event and to remain until all children have been picked up and room has been sufficiently cleaned.
- Providing care to children, this includes, but not limited to: feeding, changing diapers, maintaining a safe environment, putting children down for naps, holding, sitting with, and cheerfully interacting.
- Hands on interaction by means of games, stories, crafts, and play
- Working with other nursery workers in harmony at all times

- Abide by Safe Sanctuary Policies set by the church
- Greets each child and calls him or her by name
- Introduces oneself to parents and work to build strong rapport
- Cleans and disinfects toys on a weekly basis
- Regularly washes hands and maintains proper hygiene
- Communicates needs for supplies, snacks, etc. to the Nursery Coordinator
- Accurately recording hours worked each week
- Ensure that children are safely returned or picked up to their adult caregiver
- Expected to work all Sundays from 8 a.m. to 12:15 p.m. and 4:00 p.m. to 7:30 p.m. unless otherwise noted.
- Expected to work all Wednesdays from 5:45 p.m. to 8:15 p.m., unless otherwise noted.
- Expected to work special events such as Spring Fling, Children’s Christmas Play, Christmas Eve Service, among other special events held by the church.
- Other duties as assigned

**Support provided to Nursery Attendants by Nashville United Methodist Church**

We will:

- 1) Provide fair compensation (above minimum wage)
- 2) Provide basic first aid and CPR Training fees annually
- 3) Allow two (2) Sundays off annually with compensation
- 4) Provide an appropriately furnished nursery with rocking chairs, tables, cribs, changing areas, etc.
- 5) Be open to suggestions of nursery workers for improving the nursery.

**Termination Policy**

By Nursery Workers:

Will provide two weeks’ notice; if he or she wishes to resign from their position

By the church:

1. Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child or parent.
2. Nursery worker will be terminated if he or she fails to follow essential duties of the position.
3. Nursery worker will be terminated in the case of habitual lateness or unnotified absences.
4. May be terminated at the discretion of the Staff Parish Relations Committee.

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*I have read the job description for Paid Nursery Staff Attendant and understand its contents. I agree to uphold the duties and policies set forth by Nashville United Methodist Church. This signature below indicates my agreement and covenant to abide by the requirements set by the church.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_