

Lake Gibson United Methodist Church (LGUMC)

Nursery Attendant – Job Description

Position Summary

Responsible for working within the guidelines of our Christian values and lifestyle. Responsible for supervising and caring for infants through 5 year old children left in her/his care during the worship service(s) of LGUMC. Provides this care at A Little Bit of Heaven's Child Enrichment Center.

QUALIFICATIONS:

- High School Diploma or GED desired
- At least 18 years of age
- Experience and interest in working with young children
- An employee of ALBOH desired with a clearance of the Level 2 Criminal Background Check obtained by ALBOH or LGUMC
- English speaking
- Certified in child/infant CPR and Basic First Aid or willing to become certified in this area within 6 months
- Attendance annually at either Online Child Protection Policy Training or LGUMC or ALOBH's in class training.
- Trustworthy and Reliable
- One written reference

PHYSICAL REQUIREMENTS:

- Able to lift 25-30 pounds and hold 50 pounds
- Able to walk squat/kneel and sit on floor
- Able to see, hear and speak with children to ensure children's health and safety

SKILLS:

- Must be a very patient individual
- Understands a preschooler's social/emotional, cognitive, physical and spiritual developmental needs
- Possesses the ability to interact effectively with children and parents
- Previous experience caring for infants

RESPONSIBILITIES:

- Informs the church's ushers when a child or children are in the nursery so a helper can be notified to assist her/him
- Supervises and cares for infants through 5 year old children
- Helps children control behavior using a Christ-centered positive and consistent approach
- Follows ALBOH's guidelines for proper hygiene, safety and cleanliness
- If working in the ALBOH building, prior to leaving and locking the door, returns all toys and furniture to proper location and sets door alarm as instructed

HOURS AND PAY:

- Usually Sunday mornings
- One service of approximately 1 ½ hours to 2 hours = \$30.00
- Two services of approximately a total of 4 hours = \$40.00 (note that 1 – 1 ½ hours may be between services with no children to watch)
- Times may vary but Nursery is to be available starting 15 minutes before the service. If there are no children in attendance the worker may leave 30 minutes after the start of the last service.
- The attendant will be paid for time scheduled even if no children are present.
- When no children are present the attendant may attend the church service and/or read or work on something brought from home

This job description has been read by the undersigned.

Approvals

SPPR Committee Chair _____ Date _____

Pastor _____ Date _____

Employee _____ Date _____

Original in Employee Personnel File

Copy to Employee

Form approved: 7/14

Updated: 5/16