



## **ST. ANDREW LUTHERAN CHURCH**

### **Job Description**

Title: Nursery Attendant

Reports to: Director of Next Generational Ministry

Pay: \$22- \$25/hour range, based on qualifications and experience

Status: Part-time, approximately 3 hours a week

The Nursery Attendant's primary job is to be a consistent, professional, and kind presence providing nursery care on Sunday mornings at St. Andrew. The Attendant will be in the nursery, assisted by a church volunteer, from 9:15 am (15 minutes prior to the worship service) until 12:15 pm. All applicants must be willing and able to fulfill the list of expectations below, pass a background check, and preferably be trained in CPR and First Aid.

The Attendant may request up to six Sundays off in a calendar year, with no more than two of them being consecutive. Occasionally there will be special events at the church that require nursery care, and while this is not required, the Nursery Attendant will be given the first opportunity to staff the nursery for these special events.

#### Primary Duties and Responsibilities:

1. Be familiar with the St. Andrew Children's Safety Policy and be sure the nursery care aligns with its requirements.
2. Arrive 15 minutes before the church service begins and wear the nametag provided.
3. Explain the check-in system to all parents and volunteers each Sunday.
4. Follow all parts of the check-in procedure, including tagging all bottles, diaper bags, etc., with child's name.
5. Follow the prescribed procedures for children who are upset and/or crying; and for responding to misbehavior.
6. Keep nursery tidy and change linens as needed.
7. Wash all toys with disinfectant after the service, and clean all surfaces that children have touched or put in their mouths.
8. Keep track of supplies that are needed or running low, and inform the supervisor.
9. Fill out the time sheet each week and submit to supervisor monthly. (Any requests to not work must be submitted to supervisor at least 14 days in advance.)
10. Stay in the nursery until the last child is picked up. If parents have not arrived by 12:15 pm, take children to their parents.

#### Qualifications:

1. Experience caring for children aged 5 and under.
2. Must be 18 years of age or older.
3. CPR and First Aid training strongly preferred.

#### Required Characteristics:

1. Love children and enjoy being around them.
2. Calm, patient, problem solver.
3. Punctual and dependable.