

## Job Description – Nursery Care Attendant

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**Job Title:** Nursery Care Attendant

**Reports To:** Nursery Director and  
Staff Parish Relations Committee Representative

### Duties and Responsibilities:

- Oversee child care, with assistance, for up to 20 children from infant to 60 months
- Be available for Sunday services and possibly other church functions, such as Tuesday night choir, and other special services
- Supervise authorized nursery volunteers
- Report inadequate staffing promptly to the Nursery Director
- Report any injury to employees or children immediately to the Pastor and Nursery Director
- Promptly inform the Nursery Director of any nursery issues, complaints, or needs
- Direct children's play activities and foster proper sharing behavior
- Change diapers and clean up after toileting accidents as necessary
- Maintain continuous accountability of children; have all parents sign their children into the nursery and get a beeper, if so decided, ensure that parents handle or depart with their children only; support and assist parents when they arrive with their children
- Alert parents to any difficulties with children and page them for assistance if necessary
- Be prepared to evacuate children in case of emergency
- Maintain proper demeanor, standards of dress, and set a good example for children
- Abide by published nursery policies with Nursery Director's assistance as needed
- Provide positive verbal discipline, guidance, and correction when needed to foster a safe, trusting, and nurturing environment
- Maintain appropriate hygiene and cleanliness in child care room (refer to cleaning policy)

### Qualifications and Experience

- At least eighteen years of age
- Babysitting/child care experience with references
- Satisfactory completion of a nationwide criminal background investigation, reference check, and submission of fingerprints for personnel record
- Provide the result of a current negative tuberculin test
- Attend first aid course (including infant CPR) when offered by the church

### Mission Statement of the United Methodist Church of Chugiak

*"We of the United Methodist Church of Chugiak believe in God the Creator, and seek to be a tangible expression of God's love. We believe that Jesus Christ offers us a redeeming power for our lives. As the gathered Body of Christ, we utilize scripture, reason, tradition, and experience in order to live our faith. We seek to provide a community which gathers in worship for study, fellowship and support, and reaches beyond human-made boundaries to be in ministry and mission. We are a diverse community of faith, a family, who affirms that God's love is experienced and expressed in a variety of ways. We strive to accept all people and to offer an environment which encourages spiritual growth in diverse ways. We are people of God, brothers and sisters of Jesus Christ."*

I have read and agreed to the above description of my duties, responsibilities, and qualifications.

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Employee Signature

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Date