**POSITION DESCRIPTION**

Nursery Attendant

**PERSONNEL POLICIES STATEMENT:** The employees of this church, in all of their services – both within the congregation and in the fulfillment of the Church’s mission in the world – shall carry out the duties to which they are assigned in faithfulness to the faith and mission of the Evangelical Lutheran Church in America.

**TITLE:** Nursery Attendant

**REPORTS TO:** Director of Children & Family Ministries

**POSITION SUMMARY:**

Nursery Attendants provide quality childcare for infants, toddlers, and young children during church services, events, and programs. This includes weekend worship services, Wednesday and Thursday evening programs, and other activities throughout the week as needed.

**PRINCIPLE RESPONSIBILITIES:**

* Prepare and maintain a warm, safe, clean, and inviting environment in the Nursery.
* Implement check-in and check-out procedures to ensure safety and security for all families.
* Prepare and maintain a continuous accountability of children while providing care.
* Provide for emotional, physical, social, and spiritual needs of children who are present.
* Work with the Director of Children and Family Ministries to prepare and integrate scriptural instruction utilizing provided curriculum and nursery resources, in order to develop the faith of children present.
* Provide and facilitate staff-directed play activities that foster appropriate behavior and reinforce scriptural teachings when applicable.
* Provide routine care such as diapering, bottle feedings, snack, general clean up, and anything else that is needed to provide the best possible experience for the child.
* Develop good communication with parents and respond positively to each family’s needs and concerns.
* Oversee occasional Nursery volunteers when needed.
* Report any issues, concerns, or needs within the Nursery to the Director of Children & Family Ministries.
* Report inadequate staffing to the Director of Children & Family Ministries immediately.
* Report any injury of employees or children or damage to Nursery facilities to the Director of Children & Family Ministries. Complete an incident report form and submit to the Director of Children & Family Ministries.
* Report any illness or injury of a child to the child’s parents or caregivers and to the Director of Children & Family Ministries as quickly as possible.
* Provide prompt evacuation of children in case of emergency, according to St. John’s policies.
* Take part in our monthly scheduling process with the Director of Children & Family Ministries. Be prepared to share personal availability 4-6 weeks in advance of the upcoming schedule to the best of your ability. Notify the Director of Children & Family Ministries of any availability needs as soon as you become aware.
* Meet with the Director of Children & Family Ministries for evaluation of SMART Goals and performance.
* Act in accordance with the policies of St. John’s Lutheran Church as outlined in the Employee Handbook and Safeguarding God’s Children Handbook.
* Perform other duties as deemed necessary by the Director of Children & Family Ministries.

**QUALIFICATIONS:**

* Abiding faith in Jesus Christ and a desire to share the good news of Jesus
* Dependable, caring, patient caregiver who enjoys working with young children
* Eighteen years of age or older, and able to provide own transportation to and from the church
* Certified or willing to be certified in CPR/AED, Heimlich Maneuver, First Aid, and Safeguarding God’s Children within sixty (60) days of employment.
* Ability to communicate and work well with others and respond promptly to communications with colleagues

**EMPLOYMENT STATUS AND BENEFITS:**

* Hourly pay based on experience
* Hours vary based on monthly needs and personal availability