



## **Job Description: Part-time Church Nursery Attendant**

**Purpose:** To provide dependable, safe, secure, and nurturing care to children, ages 0-5 years during Sunday morning worship and Christian Education hour at First Presbyterian Church. Child care hours needed are Sunday mornings from 9:10 AM-12:00 PM (Fall, Winter, and Spring hours) and from 9:15-10:45 AM (Summer hours – beginning Memorial Day weekend). There may also be opportunities for evening shifts during the week involving children up to 5<sup>th</sup> grade.

### **Responsibilities:**

- Provide loving and responsible age-appropriate care for all children in the nursery, which may include: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding, or sitting with and cheerfully interacting with children through games, stories, play, and prayer. Keep children in the nursery at all times, except in the event of an emergency.
- Be polite, friendly, and courteous to all children, parents, and volunteers.
- Stay until the children are secured with a responsible adult named on the child's registration form.
- In the event of an emergency notify the parent via cell phone.
- Keep the nursery clean and neat. When you arrive, wipe the chairs, tables, countertops, changing tables and crib rails in both rooms with disinfectant. Check the play equipment and furniture for safety and needed repairs. Check for broken toys or small objects that do not belong in the nursery. If one is found, put it on the top shelf above the sink.
- Straighten the room and clean any toys before leaving. Disinfect the tables, chairs, counter tops and cribs, if used. Wash and disinfect any toys that have been in children's mouths.
- Fill out a time sheet in the Timesheet notebook. Time sheets should be turned into the church office on the last Sunday of each month. Paychecks should be ready for pick-up in the church office the following Sunday.
- Check supplies regularly and notify the Family Ministry Director of needed supplies, including diaper wipes, disinfectant wipes, snacks, cups and first-aid supplies.

- Attend an evaluation after a 90-day probationary period and thereafter annually. Report to the church staff any issues which are hindering the carrying out of the duties or responsibilities of this position.
- Communicate in advance, by phone to the Director of Family Ministry:
  - 1) any planned absences with an advance of at least two weeks
  - 2) any unplanned absences at least two hours prior to nursery hours.

Wage: \$10.50/hour

Qualifications:

- Experience in caring for children between the ages of 0 to 5 with the ability to adapt and interact with each child and their varying needs.
- At least 18 years of age with current
- Satisfactory completion of background check.
- Satisfactory completion of CPR/First Aid training for infants and children or proof of current certification.
- Must adhere to First Presbyterian Church's Child Protection Policy Guidelines. Any employee of a daycare center or child-care facility is considered a "mandatory reporter" under state law and, as such, MUST report any signs of possible abuse.

Terms of Employment:

- The nursery attendant reports to the Director of Family Ministry and works cooperatively with other nursery staff.
- Work will take place within the church building and playground area.
- The employee has no paid sick leave or annual leave benefits.
- There will be a 90-day probationary period where either party may terminate employment without cause. Beyond this, a two week notice is expected.
- Dependability is essential. Tardiness and excessive absences cannot be tolerated and will result in termination of employment.
- Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member.
- Termination may occur for failure to carry out job duties as described above or failure to comply with the "First Presbyterian Child Protection Policy."

Please mail resume/application and a copy of necessary certifications to  
 First Presbyterian Church c/o Jeremiah Nealon, Director of Family Ministry  
 405 S. Van Buren Street, Moscow ID 83843

or send by email to Jeremiah Nealon: [aslanscountry@gmail.com](mailto:aslanscountry@gmail.com)