



## THE CATHEDRAL OF SAINT JOHN

<b>Job Title:</b>	Cathedral Nursery Attendant
<b>Revised:</b>	April 26, 2018
<b>Reports To:</b>	Canon for Christian Formation
<b>Job Classification:</b>	Part-time, Hourly, Non-exempt

### Position Summary

The Cathedral Nursery Attendant is tasked with offering and providing for the emotional, physical, and social needs of young children (0-7 years) during the time they are in the church nursery, including but not limited to feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, and comforting children. Supervises volunteers, as necessary.

### Duties and Responsibilities

- Interact with the children and encourage their involvement in age-appropriate activities including but not limited to games, stories, play, and prayer.
- Prepare and maintain a warm, safe environment that is orderly, clean, and appealing.
- Establish and maintain good communication and be polite, friendly, courteous, sensitive, and responsive to parents, volunteers, and staff.
- Read, understand, and follow nursery policies and those of the Cathedral of St. John Nursery Manual.
- Be on site in the nursery for the entire scheduled time and until all of the children are secured with a responsible adult named on the children's registration form.
- In the event of an emergency, notify the parent via cell phone.
- Report to the Canon for Christian Formation any issues which are hindering the carrying-out of the duties and responsibilities of the position.
- Arrange for a substitute in the event any planned or unplanned absence from scheduled time. Notify the Canon for Christian Formation two weeks prior to a Sunday absence at the latest or two hours for an unplanned absence.
- Other duties as assigned.

### Qualifications and Skills

- Experience in child care or early childhood development.
- Must be a nurturing, caring, patient caregiver who enjoys working with young children.
- Outgoing personality and ability to work well with children.
- Excellent communication skills.

- Organizational skills.
- Pediatric CPR and First Aid certification required.
- Must be 16 years of age or older.
- Satisfactory completion of background check and drug screening.

It is required that the Cathedral Nursery Attendant complete “Safeguarding God’s Children” training within 30 days of employment.

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Signature of Employee

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Date

**APPROVED BY THE PERSONNEL COMMITTEE ON APRIL 26, 2018.**