

**JOB DESCRIPTION**

**Position:** Nursery Attendant      **Supervision:** Designated Clergy

**Qualifications:**

1. Person of faith, feels called to ministry with children and families
2. Background experience in child care or early childhood development.
3. Must be a nurturing, caring, patient caregiver who enjoys working with young children.
4. Outgoing personality and ability to work well with children.
5. Applicant must have reliable transportation.
6. Organizational skills.
7. Applicant must consent to a criminal background check (employer provided)
8. CPR and First Aid certification required (employer provided if uncertified)
9. Must complete Safe Sanctuary Training before first shift (employer provided), scheduled with Designated Clergy
10. Safe Sanctuary recertification will be required annually as a part of the annual work assessment.
11. Must be 18 years of age or older.

**Responsibilities:**

1. Offer and provide for the emotional, physical and social needs of young children during the time they are in the church nursery.
2. Interact with the children on their level, and encourage their involvement in activities.
3. Provide faith nurturing activities, on age appropriate levels for children.
4. Prepare and maintain a warm, safe environment that is orderly, clean and appealing.
5. Establish and maintain good communication and be sensitive and responsive to parents.
6. Read, understand and follow nursery policies given to you by the Designated Clergy.
7. During down time, clean, sanitize and organize the nursery. Duties will be given by supervisor on an as needed basis.
8. In the event of an absence, notify Designated Clergy as soon as possible.
9. Once trained & equipped, serve as leader for training others in Safe Sanctuary
10. With assistance of Designated Clergy, develop team of weekly volunteers for Nursery
11. With assistance of Designated Clergy, develop team of substitute volunteers for Nursery
12. Adherence to Hillside Personnel Policies (will be given Personnel Policies and Employee Handbook)

**Working Hours & Rate:**

1. Hourly rate of \$12.00 / hour
2. Regular Sunday Hours are: 9:00 a.m. - 12:00 p.m.
3. Regular Wednesday Hours: 6:00 - 8:00 p.m.
4. Additional hours will be scheduled and negotiated with Designated Clergy, i.e., ministry events, special worship services, etc.