

CHURCH OF THE ASCENSION

POSITION DESCRIPTION

POSITION TITLE: Main Nursery Attendant, and Assisting Nursery Attendant

PRINCIPLE FUNCTION: Provide safe, dependable care for children ages 0-4 in the church nursery.

Because we affirm that all children are a gift from God, and that they depend upon adults for safety and security, the nursery is a place where children are both loved and cared for physically, emotionally, and spiritually. Because we believe that Christian Formation and nurturing are a joint venture between parents and the church, the nursery is a place where parents are welcome and feel confident leaving their children while they attend worship or other church functions, and where our nursery workers are supported and compensated for their ministry to our youngest children. The best job will be done by an individual that can engage children with good rapport and initiative, and maintain an inviting presence.

POSITION SUMMARY: Responsible for age-appropriate supervision and care of nursery attendees during routine Sunday morning services and other events to include: feeding, changing diapers, maintaining a safe environment, putting children down for naps, holding, sitting with, and cheerfully interacting with children through games, stories, crafts and play. Greets parents and provides feedback and information about their child's participation in the nursery, and works as a professional, contributing team member with both paid and volunteer nursery attendants. Main Nursery Attendant will provide general supervision of the Assisting Nursery Attendant.

REPORTS TO: Christian Formation Leader or Youth Leader. (In the absence of the Main Nursery Attendant, this Leader is responsible for serving in that capacity, or assigning a qualified volunteer to do so.)

AGE & EDUCATION: Main Nursery Attendant must be at least 18 years of age; high school diploma or GED preferred. Assisting Nursery Attendant must be at least 16 years of age.

CHARACTER: Must submit personal information as required for a state criminal background check. Drug testing may be requested at any time. Employment is contingent on satisfactory results. Agree to follow church rules and policies at all times.

GENERAL QUALIFICATIONS:

- Demonstrates stable physical, mental and emotional health.
- Has experience and knowledge in the care of children from infant to 4 years of age, with the ability to adapt and interact with a variety of unique personalities and/or characteristics. Displays a courteous, calm, and caring demeanor at all times.
- Is comfortable in a Christian environment, and is able and willing to provide age-appropriate religious instruction or activities through play, books, puzzles, etc.
- Consistently demonstrates good moral character, behavior and language. It is strictly prohibited to be under the influence of or be in possession of illicit drugs, alcohol, or tobacco products during assigned duties.
- Immediate termination will occur in cases of intentional neglect or physical or emotional abuse of any child, parent or church member. Termination may occur for failure to carry out job duties as described herein, or failure to comply with Church of the Ascension's policies and procedures.

SPECIAL QUALIFICATIONS:

1. Must speak, hear and understand the English language.
2. Must be able to climb stairs, and able to lift 25 pounds.
3. Must have or arrange reliable transportation.
4. Must submit and maintain documentation of a TB (Mantoux) skin test. If submitting documentation of a prior TB skin test, it must be dated within the past 12 months. **NOTE:** Person(s) with a history of positive TB skin test must submit proof of negative chest x-ray or statement from physician or health department that employee is free of communicable disease.
5. Must provide and maintain documentation of required immunizations as recommended by State Health Department guidelines.

TIME & ATTENDANCE:

- Dependability is essential. Tardiness and excessive unscheduled absences may result in termination of employment. Time and Attendance sheets must be completed after EACH shift and immediately turned in to the church office (slide under door if it is locked). Signed time sheets are required to process payroll.
- Always arrive in the nursery (and record your start time) no later than the designated nursery OPEN time, and remain on site until assigned duty has ended. For example, the nursery normally opens at 9:00 a.m. on Sunday, so you are expected to arrive and be ready for duty **in the nursery** no later than 9:00 a.m. – regardless of the number of children/charges. Nursery duty generally ends when children are delivered to their parents/guardians or at about 11:30 a.m. So you would record 9:00 – 11:30 a.m. (2.5 hours) on your time sheet. **ROUND** to the actual nearest quarter hour (e.g., 9:15, 11:45, etc.).
- Standard Sunday work schedule includes holidays that fall on Sunday, unless otherwise arranged in advance. Additional hours may be requested during busy times, i.e. Holy Week or Christmas.
- Planned, unpaid absences may be requested at least two weeks prior to the desired date. Request and coordinate through the Christian Formation Leader. Every attempt will be made to honor such requests as long as they are not deemed excessive.
- In the case of any unscheduled absence, contact the Christian Formation Leader at least one hour prior to assigned duty. If that person cannot be reached, contact the Curate (deacon). Failure to make appropriate contact in case of unplanned absence is grounds for dismissal.

DUTIES & RESPONSIBILITIES:

- Abide by all church and diocesan policies, which will be reviewed at the time of hire as applicable.
- Main Nursery Attendant will attend a ***Safeguarding God's Children*** workshop upon hire and minimally every 3 years, at church expense. Training time will be paid at the regular hourly rate.
- Main Nursery Attendant will submit and maintain proof of CPR certification for infants and children (must be from a church-approved certification, such as the American Heart Association or Red Cross, at church expense). Training time will be paid at the regular hourly rate.
- Provide age-appropriate care for children in the nursery, which may include: feeding, diapering, escorting to the bathroom, lifting, holding, sitting with, and cheerfully engaging children in organized activities in the nursery, such as songs, stories, movies, crafts, lessons, etc.
- Safety is our main concern. Never leave a child unattended. Stay aware of special needs, and communicate them to other adults as appropriate.
 - a. In the event of a life-threatening emergency, call 911 immediately, then notify the parent/guardian at once.
 - b. Ensure that electrical outlets are covered, toys and furniture are in safe repair, etc.

- Complete a nursery sign-in sheet each week to record all children who are cared for in the nursery.
- Cleanliness is also a major concern. Maintain a clean, safe environment:
 - a. Wear latex gloves during diapering, utilize a wax paper barrier, and disinfect diaper changing area after each use.
 - b. Use good handwashing/hand hygiene after diaper changes and touching children, especially those with coughs, sneezes, runny noses, etc.
 - c. Label all bottles and cups with child's name to ensure each child drinks from his/her own cup.
 - d. Sanitize all toys and other items that have come in contact with children. Straighten the room and put away all items at the end of each shift. Be sure to lock the room when you leave.
 - e. Keep cleaning products and medications stored out of reach of all children.
 - f. Communicate the need for any supplies to the Christian Formation Leader.
- Be polite, friendly and courteous to all staff, children, parents, visitors, parishioners, and volunteers.
- Never leave the nursery until the end of your assigned duty, **regardless of presence or absence of children**. Children may arrive at any time during the shift, and the church is paying for your presence regardless of the number or absence of children. On days when the nursery is open but no children are in your care, use the time to thoroughly clean and disinfect the furniture, bathroom, all toys and items in the room. Ask for reading materials about ***Protecting God's Children***. You will be paid for your full shift regardless of the number of children, so please use the time productively.
- During a regular Sunday service, children in the nursery are usually brought to the parents in church during the Lord's Prayer, near the end of the service. Remain with EVERY infant or child until he/she has been returned to a parent or responsible adult.
- Immediately report to the Christian Formation Leader any unusual incidents or accidents during assigned duties. Incidents may involve staff, infant, child, parent, guardian, parishioner, staff, or visitor.
- Except in an emergency situation, it is prohibited to use a personal cell phone or any type of electronic device to talk, read, play, text, or be otherwise distracted by, during assigned duty. Any calls or contacts must be very brief and should be continued after the duty shift is completed.

EVALUATION:

- Report to the Christian Formation Leader immediately any issues that hinder carrying out the duties or responsibilities of this position as described.
- Informal job performance appraisals will be conducted at least every six months by the Christian Formation Leader and/or the Youth Leader. An annual written appraisal will be conducted by an assigned staff team.
- This is a part-time position, paid twice monthly on an hourly basis, with no additional benefits. No contract or guarantee of employment is extended or implied.

This information has been reviewed with me and all questions have been addressed to my satisfaction.

Employee Signature

Date

Employer Signature

Date