

St. Paul United Methodist Church
Christiansburg, Virginia

Job Description: Nursery Attendant

A nursery attendant at St. Paul UMC, in cooperation with the Child Care Coordinator and parents, works to provide a safe, happy and loving environment for the children of St. Paul UMC who are entrusted to nursery care.

Job Responsibilities

1. Be in attendance when children are present during church activities. Hours will begin 15 minutes before each service begins and conclude 15 minutes after the service or activity ends or until the last child is picked up by parent or other authorized adult. Hours will include Sunday morning services, and occasionally other special events.
2. The nursery is to be staffed for the entire church service, even if no children are initially present, as parents sometimes bring children to the nursery mid-service.
3. When attendance is not possible, provide adequate notice to the Child Care Coordinator.
4. All paid attendants will have a background check before hiring as prescribed by the Child Protection Policy of St. Paul UMC. A member of Staff-Parish will be part of the hiring process.
5. Greet children and parents when they enter the nursery, making introductions to new families. Assist parents with drop-off, confirm any instructions for children in the nursery care. Help children wash hands upon arrival.
6. Keep a list of all attendees with contact names, cell phone numbers, and all those authorized to remove said children from the nursery. Any health issues/special needs/allergies should also be on this list.
7. In the event that a child becomes ill, attendant will notify the parent immediately and, if necessary, call 911.
8. Engage children with activities, books and play, using Christian themed toys as well as other toys and activities available in the nursery.
9. Tend to the needs of the children in the nursery, including serving snacks or bottles provided by parents, changing diapers, etc.
10. Report to parents at pick up any pertinent information including snacks, etc. Parents should also be informed of circle time Bible stories, activities and play to facilitate further discussion.
11. Establish and maintain respectful, cooperative and productive work relationships with co-workers and other members of the church community.
12. Be responsible for general neatness and cleanliness of both nursery areas. Lead children with clean-up toward the end of their time in the nursery, and check behind to make sure that all toys, books and supplies are returned to the appropriate place. Clean and sanitize toys as directed by the Child Care Coordinator. Major problems are to be reported to the Child Care Coordinator, who will report to the church office. Heavy cleaning (vacuuming, toilets, sinks and floor mopping) will be taken care of by the custodial staff.

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