

**Springhill Presbyterian Church**  
**Position Description**

**Position Title:** Nursery Attendant

**Reports to:** Director of Children's Ministry

**Classification:** Part-time (approximately 4 hours/week)

**Position Summary:**

Children's Ministry is a crucial element in serving God and His people under the umbrella of Family Ministries at Springhill. As the Sunday morning Nursery Attendant, you will play a role in sharing the compassion of Jesus Christ while developing relationships with families and children as they worship at Springhill's Bozeman site (4769 West Babcock). This position requires a nurturing and caring individual who enjoys working with small children ages 6 weeks to 3 years old. The goal of this position is to provide consistency in the nursery so that children are comfortable being away from their parents. This person will support our Pre-K and nursery volunteers.

**Responsibilities:**

- Ensuring the absolute safety of all children.
- Providing age-appropriate care including: feeding, changing diapers, escorting children to the bathroom, putting children down for a nap, holding or sitting with children, and happily interacting with children through games, stories, play, and prayer.
- Providing a welcoming and hospitable environment for all children, parents, and volunteers.
- Staying until all children have been picked up by the responsible adult listed on their name tag.
- Cleaning, sanitizing, and organizing all toys and both nursery rooms before leaving each Sunday.

**Job Requirements:**

Education:

- High School Diploma or GED is required.
- Some post-secondary education is preferred, but not required.

Certifications:

- CPR certification, including AED and infant, or higher. May obtain within the first 60 days of employment.

Availability:

- Availability between 8:00 am and 12:00 pm on Sundays is required.
- Availability for special services including Christmas Eve, Easter, etc. are strongly preferred and will be appropriately compensated.
- Availability for additional mid-week/evening events is a bonus.

Qualifications:

- At least 18 years old or older.
- One year of experience working with multiple toddlers and babies.
- Satisfactory completion of a background check.
- Good verbal communication skills.
- Ability to adapt to changing environments, involving crying children.
- Ability to change diapers.
- Ability to work well with others.
- Ability to carry at least 30 pounds.
- Bending, squatting, sitting on the floor, use of arms, legs, voice, and the ability to carry children while walking around is required.
- Dependable attendance.
- Ability to provide three references.

Please send resumes to:  
Springhill Presbyterian Church  
Attn: Brian Yount  
4769 West Babcock  
Bozeman, MT 59718

If you have questions, please call 406.582.8000 or [briany@springhillpres.com](mailto:briany@springhillpres.com).