



Job Title: Nursery attendant

Part Time: 4 hours/week,

Sunday 8:30am-12:30pm mandatory

Principal Purpose: To support the mission and vision of Marshall United Methodist Church through the following focus areas:

- To care for and entertain infants, toddlers, and children during worship
- To ensure a healthy and safe environment in the nursery that is calm and nurturing

Regular Duties and Responsibilities:

- Prepare the nursery environment and ensure all supplies are ready
- Review any special instructions for children who will be attending
- Welcome parents and children into the nursery with a warm, friendly demeanor
- Ensure parents complete the correct check-in/check-out procedures
- Create a brief, age-appropriate Bible story time
- Care for the physical needs of infants, toddlers, and children as necessary (feeding, diaper changes, comfort)
- Supervise children's activities and interactions
- Treat minor injuries using basic first aid, when needed
- Remain in the nursery at all times during service hours
- Other duties as assigned

Required Qualifications:

Complete the Safe Gatherings training and clearing process, which includes a back ground check, three non family references (one clergy, one lay person, one professional), and completing a two hour online training (once every 3 years)

Preferred Qualifications:

- American Red Cross - Babysitter and Child Care Training, CPR/AED/First aid training

Evaluation:

- Evaluator and Direct Supervisor: Senior Pastor
- A performance review will be conducted after 90 days
- Annual performance review performed by supervising staff
- This position is at will and may be terminated upon notice in writing to either party that complies with Employment Standards for the State of Michigan.

Working Conditions: This position is a busy, nursery classroom setting. Punctuality and responsiveness to the needs of families and parishioners is paramount. Physical requirements of this position may include: climbing, standing, stooping, typing and lifting up to 25 pounds. This position has daytime expectations and 8:30am-12:30pm are mandatory in person, onsite house.

Review/Evaluation: A progression and performance review will be conducted on an annual basis to assess performance, discuss alignment with MUMC's vision and goals, and to clarify to modify this arrangement, as the need may arise. This employment may be terminated by either party upon notice in writing to either party with notice that complies with Employment Standards for the State of Michigan.

Revised 9/2025