

## POSITION DESCRIPTION

Zion Lutheran Church

**TITLE:** Nursery Attendant

**REPORTS TO:** CYFM Director (Children, Youth and Family Ministry)

**REGULAR HOURS:** Sunday: 7:45 a.m. – 12:00 noon (Including all holidays that fall on Sunday)

**OPTIONAL HOURS:** Other Church events: Christmas, Vacation Bible School, etc.

**SUMMARY:** To provide dependable, safe, secure and nurturing Nursery Care to children ages 0 -5 attending our Church.

### **RESPONSIBILITIES:**

- Arrive at least 15 minutes prior to the first service to ensure room is safe, clean and orderly for the arrival of children.
- Welcome parents and children in a warm, friendly manner.
- Have parent sign-in child/children and assist with name tags for child and belongings. Provide support and assistance to parents and determine any special needs of the child.
- Interact and engage with the children during nursery hours. Encourage sharing and taking turns. Do what you can to keep peace and harmony in the room.
- Provide age-appropriate care which includes: changing diapers, maintaining a safe environment, sitting with and cheerfully interacting with the children through games, stories and play.
- If an injury occurs which requires first aid, an accident report must be completed and given to the CYFM. Parents should be notified and a detailed description must be provided to them and signed.
- Offer snack at the halfway point of the service. Have children use hand sanitizer and sit at the table for snack. (Check sign-in sheet to ensure all children are permitted to have snack.)
- Wear comfortable, conservative clothing appropriate for child interaction.
- Ensure that child/children are leaving with correct parent and has all of his/her personal items.
- Stay until all children are picked-up.
- Cleaning up of toys should be encouraged of the children, however, the Nursery Attendant has overall responsibility for the room's appearance.
- After all children have been picked up, wipe all toys that have been in children's mouths or handled by children.
- Wipe off the tabletops with a sanitizing wipe.
- Tie up the garbage bag in the bathroom, if containing dirty diapers, to reduce the odor in the room.
- Inform CYFM of any needed supplies or repairs, suggestion or ideas for improvement to our nursery.
- Abide by the nursery policies and procedures as outlined in the Zion Child Protection policy.
- Communicate in advance to the nursery coordinator or CYFM director any absences.
  - Planned absences must be requested two weeks in advance.
  - In the event of a last-minute illness, contact the nursery coordinator by phone ASAP and no later than two hours prior to shift.
- Other related Youth Ministry duties as assigned.

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### **REQUIREMENTS:**

- Must have experience in the care of children 0-6 years of age with the ability to adapt and interact with a variety of personalities/characteristics.
- 18 years of age or older
- Has received all clearances and certifications required by State law and Zion Child Protection Policy.
- First Aid and CPR training for infants and children.
- Dependability is essential. Tardiness and excessive absences cannot be tolerated.
- Caring and compassionate attitude a must.

### **PHYSICAL AND/OR ENVIRONMENTAL DEMANDS:**

The physical and environmental demands described here are representative of those encountered and/or necessary for the employee to successfully perform the essential functions of this job.

- Ability to work effectively in an environment with frequent interruptions and distractions.
- Ambulatory skills: ability to transfer weight up to fifty pounds; ability to stand, walk, sit, stoop, kneel; possess hand-eye coordination and arm/hand/finger dexterity.
- Ability to speak, hear, smell, and exercise visual acuity
- ADA requirements (email [zionluth@comcast.net](mailto:zionluth@comcast.net) if you would like to see these)