

St. John's Lutheran Church Job Description

Nursery Attendants – 2020

Title

Nursery Attendant

Status

Part-Time, non-exempt

Reports To

Senior Pastor, Interim Senior Pastor, or as Designated by Senior Pastor

Job Overview

As the first point of contact for many new members and prospective members, the nursery attendants are in a position of setting the tone for St. John's ministry. A safe and welcoming nursery is a very important factor when young families choose a church home. The nursery attendant will provide childcare for ages infant to 4 years during church services and for special church events as scheduled.

Responsibilities and Duties

- Warmly greet parents and children as they arrive at the nursery
- Separate children into age-specific rooms with attendants
- Supervise free play while children play and interact
- Provide appropriate snacks to each child
- Take children to the Sanctuary for a blessing during communion
- Ensure completed registration card is on file for each child
- Maintain daily attendance logs (parents sign in/out)
- Notify Church staff if additional Attendants are needed due to volume of children present
- Check diapers and change as needed per State Regulations
- Must be able to work each Sunday from 8:45 am – 12:15 pm and other times as requested

Qualifications

- Able to work as a team with Pastoral/Church staff and parents
- Able to communicate with Church leadership, members of the congregation, parents, and especially children
- Have knowledge of childcare safe practices and nursery guidelines
- Successful completion of background check and CPR training if offered

Physical Requirements

- Must be able to bend, squat, stand/sit for extended periods of time
- Walk, crawl, push/pull objects
- Reach above shoulder level
- Possess manual dexterity
- Perform light lifting up to 25 pounds

Status

Part-time, non-exempt