



Nursery Attendant Job Description

Exempt

Last Rev
4/25/13

GENERAL DESCRIPTION:

Create a safe inter-active environment for children age 0-3 while parents participate in church activities.

REPORTS: Children & Family Ministries Team Leader

ROLES AND RESPONSIBILITIES:

- Personally greet all children and parents who enter the nursery;
- Assist parents in checking in and checking out their child(ren) following nursery procedures;
- Engage children in age-appropriate activities and conversation.;
- Assess children's needs and notify parents when appropriate;
- Change diapers or pull-ups as necessary and assist children with toilet needs as needed;
- Maintain a safe and sanitary nursery by straightening nursery and sanitizing toys before ending your shift and notifying Support Administrator of nursery needs;
- Fill out an accident report on any child who is injured while under your care.

REQUIRED BACKGROUND AND EXPERIENCE: Nursery attendants will be at least 16 years old and demonstrate an advanced understanding of young children. High school graduates with an interest in early childhood education preferred. Nursery attendants will have experience relevant to the position.

Agreement: I have read and understood the requirements for this position and I can perform the essential responsibilities for this position.

Signature

Date

I have discussed this job description with the person fulfilling this role in the staff.

Signature of Senior Pastor

Date

Signature of Mutual Ministries Committee Member

Date

