

Trinity United Methodist Church: Child Care Attendant Job Responsibilities

1. You are responsible for child care on Sunday mornings during the the worship services and Sunday School times typically 9a-12:30
2. If you must be absent for any reason, you are responsible for contacting a substitute.
 - a. A list will be provided to you of screened and trained volunteers to contact.
 - b. In the event of a last minute absence, you will need to contact the pastor or volunteer coordinator. Contact information will be provided to you.
3. Supplies
 - a. The following supplies will need to be restocked by a nursery volunteer. As they are depleted you will need to fill out a form to notify the volunteer of this. Form to be provided.
 - i. Crackers, cups, napkins, wipes tissues, diapers disinfectants
4. Crib sheets, blankets, etc. are laundered and changed weekly if a child has been in the bed. If they have not been used, change at least once per month. Please place the sheets to be laundered in the marked basket. A volunteer will launder them.
5. Disinfect all toys that have been used after each session. Discard broken toys. Request other additional toys as needed.
6. Parent/Guardian Sign-In/Out & Pagers
 - a. Each adult must sign their child in and out. A form to use for this procedure will be provided by the church office.
 - b. Each parent must receive a pager. They are required to return the pager before you may release their child to them.
 - c. For the safety of the child, in the event that a different adult picks up the child, they must have the assigned pager.
 - d. Pager #1 should be reserved for the head usher each Sunday who will make sure they have it each Sunday. In the event of an urgent situation, you may then page the usher if you need help.
7. If no children are in the nursery during the last hour and clean up responsibilities are completed, you may close the nursery..

Weekly Hours: Sundays 9a-12:30 p.m.

Hourly Pay: \$10

2016

SPR Committee