

# Job Description: Nursery Attendant

Broadmoor Community Church, United Church of Christ

## **Nursery Usage:**

Childcare for newborns-4 years of age is provided for all church services and many church-wide events and activities upon request. The nursery will open 15 minutes prior to the beginning of a church function and will promptly close 15 minutes after the event is over. Any special requests for child care need to be submitted to the Supervisor at least 7 days prior to the date of the event/meeting.

## **Selection Process for Nursery Attendant:**

- To apply for the position, the applicant must be at least 18 years old.
- Send a letter of intent and qualifications to Pastor Anne at [acubbage@broadmoorchurch.org](mailto:acubbage@broadmoorchurch.org) before June 15.
- A personal interview will be included as part of the selection process.
- Where circumstances merit, personal references listed will be checked and documented.
- A background check will be done.
- Prior to hire, review and sign-off on the policies, procedures and forms in the nursery ministry packet.

## **Position hours:**

- Summer: Sunday, 8:15-11:15 am or other times that may be scheduled.
- Fall/Winter/Spring, 9:45-11:15 am. (sometimes till noon)
- Occasional weekday evenings, 2-3 hours (will be notified at least 2 weeks prior)

**Compensation:** \$12 an hour

**Supervision:** Senior Pastor or her designate

## **Responsibilities and Expectations of Nursery Attendant:**

1. Be attentive to all and provide for the emotional, physical and social needs of young children during the time they are in the church nursery.
2. Interact with the children and encourage their involvement in activities as appropriate.
3. Prepare and maintain a warm, safe environment that is orderly, clean, sanitized & appealing.
4. Establish and maintain good communication and be sensitive and responsive to parents.
5. Be on-site and on time in the nursery for the entire scheduled time.
6. In the event of an absence, the attendant must call from the list of attendants and substitutes first. If the attendant cannot arrange a substitute they must coordinate with the supervisor. **If you are going to be absent on Sunday, Supervisor needs to know by the Wednesday before. There is flexibility with illness and death.**

7. Keep a list of all children with contact names, cell phone numbers and all those authorized to remove children from the nursery. Any issues/special needs should also be on the list. Also, fill out a Nursery Registration Form.
8. For Sunday morning use only: If child has been attending for 4 or more weeks, have parents fill out a Children's/Youth Ministry Registration Form. First time attendees fill out a Visitor Information Form.
9. Be aware of the **Child and Youth Safety** policies listed in the Staff Policy Handbook and the Diaper changing/Potty Policies posted on the Nursery wall.
10. In the event a child becomes ill or an accident occurs, attendant will notify the parent immediately and fill out accident report form. 911 will be called in an emergency.
11. May facilitate toddler programming: small hands-on activities, music and story as provided by the Supervisor.
12. Put toys and other supplies away.
13. Recruit one nursery volunteer each Sunday to comply with the church's Safe Church policy.
14. May be in other spaces, other than the nursery, giving care to elementary age children.

**Physical Requirements:**

1. Must have the ability to lift at least 30 lbs to a changing table.
2. Must have the ability to multi-task to handle and manage 2 or more children (baby and toddler).
3. Must have the ability to get up and down from knees to standing position.
4. Must be certified in First Aid & CPR

I have read, understand, and agree to adhere to the job description set forth in this document.

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Name

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Date