

Roswell United Methodist Church - Job Description

Position: Nursery Attendant

Date: January 2018

Responsible to: Director of Young Children's Ministry

Non-exempt, part-time, hourly position. Must be available Sunday mornings.

General Description: Provide comprehensive care for children in a loving, Christian environment.

Specific Job Responsibilities:

1. Provide age-appropriate care for children ages 6 weeks through 4 years, which includes: feeding infants and toddlers and supervising children who feed themselves; changing diapers and escorting to the bathroom; maintaining a safe environment; putting children down for naps; holding or sitting with and cheerfully interacting with children through games, stories, play, and prayer that promote the Christian faith.
2. Follow all safety and emergency procedures, as well as Abuse Prevention and Intervention Procedures. Alert Director of Young Children's Ministry if an accident, injury, or suspicious incident occurs. Use pagers or provided contact information to notify parents if they need to return to the nursery.
3. Responsible for knowledge of all check-in and check-out procedures with the ability to assist parents/guardians as they arrive with children and as they leave.
4. Maintain a polite, friendly, and courteous attitude and communicate clearly in interactions with all children, parents, volunteers, and fellow staff members.
5. Responsible for cleanliness of nursery rooms by thoroughly sanitizing and cleaning the room after each nursery session. Alert Director of Young Children's Ministry to room and supply needs.
6. Attend all training events and meetings as scheduled, including CPR and Abuse Prevention and Intervention (APIP) training every two years.
7. Implement activities and instruction as instructed by the Director of Young Children's Ministry.

Requirements:

- Be at least 18 years of age.
- Demonstrate experience in caring for children between the ages of 0 to 4 with the ability to adapt and interact with a variety of personalities.
- Be physically able to frequently lift a child up to 35 pounds, bend over, sit on the floor, and safely transition children to outdoor play areas.
- Be able to tolerate the noise that accompanies a child-care environment.

This is not necessarily an exhaustive list of all duties, performance standards or requirements, efforts, skills, or working conditions associated with this job. It is, however, intended to be an accurate reflection of the current job responsibilities. Please specify job and email your resume to hr@rumc.com.