

JOB DESCRIPTION: Nursery Attendant

Peace Evangelical Lutheran Church South Haven, Michigan

Position Description

Peace Evangelical Lutheran Church's Nursery Attendant shall provide safe, secure, nurturing, clean and efficient care to our children (approximately 0-7) during the 8:30 and 11:00 a.m. weekly Sunday services. Ministry responsibilities include playing with the children or directing their play, reading to them, and exhibiting patience and love.

Duties & Responsibilities

The Nursery Attendant shall be responsible for the following:

- Responsible for age-appropriate care which includes: feeding, changing diapers, maintaining a safe environment, holding, sitting with, and cheerfully interacting with children through games, stories, crafts and play.
- Polite, friendly and courteous to all children, parents, and volunteers.
- Maintain the sign-in/registration form with parent and children's names and a cell phone number in which to text or call the parent with problems.
- Arrive 15 minutes prior to nursery opening.
- Stay until all children are secured with a responsible adult named on the child's registration form.
- Straighten room and clean any used toys/beds before leaving.
- Participate in an annual performance review process.
- Work holidays that fall on Sunday and may be offered the opportunity to work additional hours during busy times, i.e., Holy Week and/or Christmas Eve.
- Report any child behavior problems to the parents and Pastor (if appropriate).
- Report any problems or concerns to the Pastor in a timely manner.
- Communicate, in advance, by phone, text, or e-mail any absences to the Church Secretary or Pastor.
 - Planned absences must be given two weeks ahead of time.
 - In the case of last-minute illness, he or she *must* contact the Pastor or another church official by phone or text message (269-686-6302) *at least* 1 hour prior to his or her shift so a replacement or volunteer may be found.

Skills and Qualifications

- Experienced in the care of children 0-7 years of age with the ability to adapt and interact with a variety of personalities/characteristics.
- Must submit to a background check.
- Must have current American Heart Association (AHA) or American Red Cross (ARC) CPR training/certification for infants and children or be willing to complete a CPR course at Peace Lutheran Church's expense.

Termination Policy

Dependability is essential. Tardiness and excessive unscheduled absences will result in termination of employment.

1. There will be a six (6) month probationary period where either party may, with a two (2) week notice, terminate employment without cause.

2. Immediate termination will occur in cases of intentional verbal, physical or emotional abuse or neglect of any child, parent or church member.
3. Nursery attendants will be terminated if they fail to follow nursery policies listed above or in situations of repeated absence or habitual lateness.

Peace Evangelical Lutheran Church Support for Nursery Attendants

To create and maintain a community rooted in God's love and light for all people, Peace Lutheran Church will:

1. Immediately work to rectify any problems that may arise in the nursery.
2. Allow nursery attendants to air all grievances to the Pastor and the Church Council.
3. Welcome suggestions on how to improve our nursery.
4. Compensate fairly.
5. Review performance of job functions and duties annually.
6. Fund CPR certification or re-certification as needed.
7. Provide an appropriately furnished nursery including rocking chairs, table and chairs, cribs, changing area, toys and supplies.

Performance Evaluations

Job performance evaluations will be conducted annually to facilitate budget development for the following year.

Compensation

The Nursery Attendant must be available to work a schedule which includes Sunday mornings and has the potential for some evening and weekend opportunities, but the primary responsibility is on Sunday mornings.

Peace Evangelical Lutheran Church's Nursery Attendant will be compensated at a rate of \$40.00 per Sunday morning.

Special Note

This position is for a period of 13 weeks after which it will be evaluated by the Church Council. Contact Pastor Travis Wilson with questions or inquiries (twilson@peaceinsouthhaven.org).