

JOB DESCRIPTION – NURSERY ASSISTANT

WOODLAND UNITED METHODIST CHURCH

POSITION TITLE: NURSERY ASSISTANT
WOODLAND UNITED METHODIST CHURCH

REPORTS TO: Coordinator of Children's Ministry
Nursery Coordinator

Notes:

1. This position does not require the person filling it to be a member of the United Methodist Church.
2. Two unrelated adults supervise the Nursery at all times. It is expected that all nursery attendants will have completed Safe Sanctuaries training, paid for by the church.
3. While present, personal electronic devices will not be in use.

Principal Functions:

1. To oversee that the nursery is a safe and inviting place for young children;
2. To provide skillful care for young children;
3. To provide such care that families with young children know that there is a good place for their children while they are worshipping or attending church activities.

Duties:

- A. Provide care for infants, toddlers and children each Sunday morning from 9:30 -12:30.
- B. Under the guidance of the Nursery Coordinator, assist in sign in procedures as noted:
Children are to be signed in and out of the nursery by a responsible adult.
 - a. A sign in system will include the names of the child, the time left at the nursery, the name of the adult leaving children and the time of check out from the nursery.
 - b. The use of individual pagers for each family will be in place.
 - c. Attendance records with a count of children cared for and the number of nursery attendants will be submitted to the office at the end of the morning/event.
 - d. The Nursery Coordinator will be responsible for paging the family for any need that arises.
- C. Under the guidance of the Nursery Coordinator, attend to the routine maintenance needs of the space (e.g., wiping down toys and other surfaces, preparing garbage for pick-up, changing sheet coverings, etc.)
- D. Assist and guide the children in picking up and putting away toys at the end of a session.
- E. Nursery care will be offered during the year at seasonal services (Christmas Eve, Holy Week before Easter). If unavailable, other assistants will be scheduled.
- F. Occasional need for nursery care for weddings, memorial services or church events may be planned. This position has first right of refusal to be on staff at those times.

Skills And Requirements:

1. Willingness to interact with the children in loving and positive ways. This is reflected in appropriate engagement with the children which may include playing with them, rocking/walking them, etc.
2. Team player
3. Punctuality
4. Selfless demeanor
5. Good communication skills
6. A sense of humor

Required Commitments:

1. Complete Safe Sanctuaries training (paid for by the church)
2. Maintain confidentiality
3. Uphold & represent the values of the United Methodist Church

Pay Scale

\$15/hour

To Apply

Submit resume to Woodland United Methodist Church
Attn: Coordinator of Children's Ministry
620 North Street
Woodland, CA 95695

February 2020