

Nursery Attendant/ Child Care Attendant - Position Description

Bethel's Vision for Mission and Ministry:

Bethel Lutheran is a Church where we CONNECT with others, GROW in our faith, and SERVE as Jesus directs us.

Supervised By: Director of Children's Ministries with input from Volunteer Coordinator

Position Summary: The Lead Nursery Attendant works closely with the Volunteer Coordinator to ensure there is adequate and appropriate supervision of the church nursery during service times and other events.

Principal Accountabilities:

1. Offers and provides for the emotional, physical and social needs of young children during the time they are in the church nursery.
2. Interacts with the children and encourages their involvement in activities.
3. Helps to maintain a warm, safe environment that is orderly, clean and appealing.
4. Establishes and maintains good communication with parents—sensitive and responsive to their concerns.
5. Understands and follows nursery policies.
6. Works with volunteer helpers to understand and follow nursery policies, and reinforces their contribution with appropriate appreciation.
7. Arranges for a substitute in the event of absence from scheduled time. Notifies Volunteer Coordinator by the Wednesday before a Sunday absence at the latest.
8. Ensures that children under care are released only to their authorized parent or guardian.

Job Requirements:

1. Evidence of experience in childcare or early childhood development.
2. Available to remain on-site in the church nursery from 30 minutes prior to the start of worship service or special events until all children leave with parents or approved caregivers.
3. Capable of restoring nursery space and returning play items to their respective locations at the end of session.
4. Must be 18 years of age or older, and a high school graduate.

Qualifications:

1. Recognized as a nurturing, caring, patient caregiver who enjoys working with young children.
2. Demonstrates outgoing personality and ability to relate to persons of all ages.
3. Comfortable and effective in the role of supervisor when working with volunteer team members.
4. Certification in Infant/Child First Aid and CPR required (or in process).
5. Youth Protection Policy