

## **Nursery Attendant – Hourly**

### **Franconia United Methodist Church (Franconia UMC)**

Caregiver for Nursery/Preschool: Infant – Three Years Old

#### **CORE COMPETENCIES**

- **Commitment to Care-giving:** Provides loving caregiving to infants and toddlers, recognizes their current needs and demonstrates a desire to help them adjust, feel safe, and feel comfortable.
- **Interpersonal Skills:** Demonstrates the ability to work well with infants and toddlers and their families. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Engages people positively with a demeanor of optimism and abundance. Interacts in a spirit of love.
- **Servant-Leadership Skills:** Willingness and ability to collaborate and communicate with volunteers to ensure the best outcome for the program. Utilizes people and resources to foster success.
- **Organizational Skills:** Ability to plan and structure infant and toddler activities and planning time wisely.
- **Team Orientation:** Demonstrates interest, skill, and success in working with other Franconia UMC staff and volunteers; promotes program goals ahead of personal agendas.
- **Commitment to Excellence:** Takes pride in work and strives for excellence to achieve the best possible results. Looks for opportunities to improve work practices; generates ideas for improvement; pays attention to the quality of work; and persists when difficulties arise. Tries innovative ways to get things done, considers situations from new perspectives, and evaluates work results for effectiveness.

#### **POSITION DESCRIPTION AND QUALIFICATIONS**

The Nursery Attendant reports to the Director of Children's Ministries. The responsibilities of the Nursery Attendant shall include but not be limited to the following:

- Treats all children in the nursery and preschool with love, respect, and dignity, relaying to each child they are a special gift from God.
- Maintains a safe, healthy, nurturing environment for all children in the nursery/preschool area. Strict adherence to Franconia UMC's COVID-related guidelines related to the Nursery is expected.
- Engages children in age-appropriate Christian activities during the time of care.
- Changes diapers and /or assists with needs of individual children in the restroom.
- Cleans the changing area with approved cleaners/disinfectants each Sunday. Nursery Attendants will use new paper bed cover on the changing mat and gloves when changing diapers. Nursery Attendants will wash own hands as well as those of the children being cared for after each diaper change and or restroom visit.
- Sanitizes all toys at the end of each session and at the end of the day's caregiving.
- Moves toys or furniture as needed to create a safe environment.
- Organizes nursery toys, books, puzzles, and movies and maintains a clean and orderly room arrangement.
- Assists the nursery/preschool volunteers, as needed.
- Communicates effectively with the parents of the children.
- Keeps an attendance log each Sunday.
- Reports suspected child abuse immediately to Pastor as outlined in Franconia UMC's Child Protection Policy.
- On days when no infants or toddlers are brought in for care, the Nursery Attendant will assist the Director of Children's Ministries with other care duties as assigned.

#### **Skills and Other Requirements**

- Must be a sensitive, caring and mature Christian, who is able to relate well with both children and adults.
- Must be 18 years of age or older.
- Must pass criminal background checks.
- Must have previous experience working with children in a group setting.

- Must test negative for both TB and drugs for the duration of employment. Additionally, evidence of full vaccination for COVID-19 will be required.
- Must be available to work from 8:30 a.m. to 12:45 p.m. on Sundays and additional hours on special Christian days such as Ash Wednesday, Maundy Thursday, Good Friday, Easter Sunday, and Christmas Eve. Times may change on special holidays.
- Must be able to lift up to 50 lb. weight.
- Must be willing to participate in the annual child safety training.
- The designated lead nursery attendant shall supervise all volunteer nursery attendants.