

Job Description
Nursery Attendant
St. Andrew Lutheran Church

Reports to: Lead Pastor
Status: Part-time, 3 hours or less each Sunday
Compensation: **\$75 per workday**

Job Summary:

The Nursery Attendant's primary job is to be a consistent, professional, and kind presence providing nursery care on Sunday mornings at St. Andrew. The Attendant will be in the nursery, assisted by a church volunteer, from 9:15 am (15 minutes prior to the worship service) until 12:15 pm (15 minutes after the education hour concludes). If there are no children in the nursery after 11:15 am, the Attendant may leave early (and still collect the full \$75). All applicants must be willing and able to fulfill the list of expectations below, pass a background check, and preferably be trained in CPR and First Aid.

The Attendant may request up to six Sundays off in a calendar year, with no more than two of them being consecutive. Occasionally there will be special events at the church that require nursery care, and while this is not required, the Nursery Attendant will be given the first opportunity to staff the nursery for these special events.

Essential Functions:

- Be familiar with the St. Andrew Children's Safety Policy and ensure the nursery care aligns with its requirements.
- Arrive 15 minutes before the church service begins and wear the nametag provided.
- Ensure that caregivers and volunteers follow the check-in system each Sunday.
- Prompt caregivers to register children who are new to the nursery, using the registration form.
- Follow the prescribed procedures for children who are crying or struggling.
- Follow the caregiver's preferences for diapering/toileting.
- Keep the nursery tidy and organized.
- Clean used toys with soap or disinfectant after the service, and clean all surfaces that children have touched or put in their mouths.
- Keep track of supplies that are needed or running low, and inform the supervisor.
- Fill out the time sheet each week and submit to supervisor monthly. (Any requests to not work must be submitted to supervisor at least 14 days in advance.)
- Stay in the nursery until the last child is picked up. If caregivers have not arrived by 12:15 pm, take children to their caregiver.
- In the unlikely event it is needed, be familiar with the St. Andrew building safety plan and direct evacuation or shelter-in-place in the nursery.

Minimum Qualifications:

- Experience caring for children aged 5 and under.
- Must be 18 years of age or older.
- CPR and First Aid training strongly preferred.

Physical Requirements:

- Able to commute to the church building and other meeting locations.
- Able to be on your feet for several hours in a row (standing, walking, navigating terrain).
- Able to kneel and get on/off the floor.
- Able to lift and carry up to 30 pounds.

Job Description

Nursery Attendant

Core Competencies:

- **Safety:** Provides a safe environment and teaches children safe practices to prevent and reduce injuries.
- **Communicating with Children:** Uses a variety of developmentally appropriate strategies to help children communicate their thoughts and feelings verbally and nonverbally.
- **Relationality:** Develops a warm, positive, supportive, and responsive relationship with each child; establishes a positive, responsive, and cooperative relationship with each child's family; engages in two-way communication with families.
- **Guidance:** Provides a supportive environment and uses effective strategies to promote children's self-regulation and support acceptable behaviors; effectively intervenes for children with persistent challenging behaviors.
- **Professionalism:** Communicates clearly and regularly with supervisor; shows up on time consistently; requests time off with appropriate notice.

Application Process:

To apply, please email your resume and cover letter to administrator@standrewlutheran.com. The cover letter should include what you would bring to this position and how you see yourself fitting in with the core values of St. Andrew. Applications will be reviewed as they are received.