

# Holy Spirit Lutheran Church

## Job Description

Job Title	Nursery Attendant
Hours	Part-Time, Non-Exempt. As scheduled on Sunday between 7:45 am – 12:15 pm and during other church events. Mandatory attendance at staff meetings and trainings held regularly throughout the year.
Reports To	Nursery Lead
Primary Function	Provide a warm, safe, fun environment and general care for small children age 5 and under for families who attend church events. Provide childcare for children ages 6-10.

### Principal Duties and Responsibilities

#### Childcare

- Interact with the children and encourage involvement in activities.
- Establish and maintain good communication with parents, while being responsive and sensitive.
- Supervise children to and from children's worship or nursery activities – make sure all children can participate.
- Change diapers as needed.
- Accompany and assist (if necessary) children in toileting.
- Feed infants as necessary.
- Provide snacks and water to children as necessary.
- Contact parent to return child to parent if needed.
- Return toys and games to proper areas and clean nursery after each session.
- Maintain the general safety of the nursery environment to minimize the possibilities of accidents and injuries.

#### Administrative

- Greet parents and confirm child is registered. If not, have parent complete registration.
- Assist Senior Nursery Attendant.
- Assist with decorating and removal of decorations as needed.
- Read, understand, and follow nursery policies.

### Knowledge, Skills and Experience

- Able to care for small infants and toddlers.

- Knowledge of basic methods used in the caring for and teaching of children.
- Able to establish and maintain effective relationships with children and parents.
- Flexibility and creativity in solving problems/conflicts.
- Babysitter training course and/or 2 years' experience.
- Current CPR and First Aid Certifications.
- Appropriate dress is expected.

## Core Competencies

All employees of HSLC are required to be able to work effectively with church staff, lay leaders, members, and the general public. Each employee is expected to demonstrate the following core competencies and values:

- A sincere commitment to and inclusion of all individuals, consistent with Holy Spirit Lutheran Church's vision and mission statement
- Protection of confidential information
- Understanding and respect of professional and personal boundaries
- Open and timely communication
- Work collaboratively with staff, volunteers, and church community
- Commitment to support and empowerment of volunteers
- Adaptability to changing roles and job challenges
- Become and remain compliant with Holy Spirit Lutheran Church's Safe Haven Policy; and satisfy annual background check

## Working Conditions

- While performing the duties of this job, the employee is frequently required to sit, stand, lift, carry, move about, hear, and speak. Performs majority of work in the nursery, standing and sitting on floor as necessary.
- Lifts or moves 25 to 50 pounds and may assist or move children with greater weight when required to intervene in child safety issues.
- The employee may be exposed to infectious disease as carried by others.
- Pre-scheduled, non-standard work hours. On-call availability for substitutions, required to include week-ends, holidays, and late evenings.



Holy Spirit Lutheran Church  
Compassionate. Challenging. Inclusive.

## Mission Statement

We are called by the Holy Spirit to proclaim and embody the compassionate, challenging, inclusive love of God revealed in Jesus Christ.

Holy Spirit Lutheran Church & Preschool is an equal opportunity employer. This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Revised 02/06/2019