

New Richmond United Methodist Church
Job Description
Nursery Attendant

Reports to: Pastor
Updated and Approved by: Staff Parish Relations Committee (SPRC)
Effective Date: 10/30/2018
FLSA: Non-exempt
Status: Part Time, approx. 3 hours per week, 8:30 – 11:30am on Sunday mornings
Pay: \$12.55 per hour

Interested applicants should be willing to provide references upon request and complete a background check. Please e-mail or mail a résumé to:

New Richmond United Methodist Church
209 East Second Street

Mailing Address: PO Box 277
New Richmond, WI 54017
715-246-2464
unitedmc@frontiernet.net

The Nursery Attendant provides primary care for children 0-4 years of age in the New Richmond United Methodist Church nursery.

Essential Functions (other duties may be assigned)

- Be the primary caregiver during worship services (and meetings, if available).
- Supervise any volunteer (secondary) caregivers who must be age 13 or older and have completed the New Richmond Community Education Babysitting Course or equivalent.
- Greet parents and children upon their arrival.
- Assist parents in completing the sign-in sheet.
- Inform new parents of nursery procedures.
- Return nursery toys and equipment to their proper places prior to closing nursery.
- Clean nursery toys weekly or as needed.
- Assure that necessary health, safety, and discipline guidelines are followed.
- Follow Safe Sanctuary policies and procedures.

Minimum Qualifications

Must be 18 years of age or older. Child care experience and/or training required. First aid and CPR training strongly recommended.

Core Competencies

- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of his/her actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Personal Resilience:** Can effectively cope with change and uncertainty; can shift gears comfortably; can decide and act without having the total picture; isn't upset when things are up in the air; can comfortably handle risk and uncertainty; is flexible.
- **Hospitality/Accessibility:** Communicates a sense of availability, warmth, openness and approachability for members and guests alike; supports a culture of welcoming and connection in the life of the congregation.
- **Compassion and Care:** Exudes a natural sense of care for the well-being of others; responds with empathy to the life circumstances of others; communicates a sense of support in his or her very presence; demonstrates appropriate and bounded expressions of care.
- **Helping Orientation:** Demonstrates concern for and attends to the needs of children and families; projects a sense of empathy and understanding when dealing with members and friends of the congregation; is able and willing to supply answers and resources that others find satisfying.

Physical Requirements

The physical demands described here are representative of those encountered by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to stand; walk; sit; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision.