

NURSERY ATTENDANT

Lord of Love Lutheran Church

September 18th, 2018

PURPOSE:

Provide a welcoming ministry for Lord of Love's youngest participants during Sunday Morning Worship Services while supervising and providing care for each child in Godly play.

RESPONSIBLE TO:

- Worship Committee / Nursery Coordinator
- Pastor

HOURS:

Supervise Lord of Love's nursery during Sunday worship and education hours.

- Regular Worship: From the first Sunday after Labor Day weekend to the Sunday before Memorial Day weekend from 7:45am till 11:45 am.

COMPENSATION:

- Hourly, Non-Exempt

GENERAL REQUIREMENTS:

The Nursery Attendant should be emotionally stable and spiritually mature. They should demonstrate a strong sense of organization. They should have knowledge of early childhood development. They should demonstrate good communication skills, an ability to work well with others and use discretion when working with parents/guardians and volunteers. They should have certification in infant/child CPR and first aid or be willing to take a certified course. They should be willing to submit to a background check and/or drug screen at any time. This person must be 18 years old or older to be in charge of our nursery.

DUTIES:

- Provide age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom, holding, playing, reading stories, and cheerfully interacting with children ages 0-5 years in a safe and secure environment.
- Be welcoming, polite, friendly and courteous to all children, parents and visitors to the Nursery.
- Keep records and logs of children that attend the Nursery.
- Clean and return all toys, books and supplies to their storage locations.
- As time permits disinfect toys and Nursery supplies.
- Make Recommendations regarding toys, equipment and supplies.

- Communicate with parents through texting or ask Ushers to have parents come to the nursery for problems.
- Communicate problems and incidences to the Parents, Worship Committee/Pastor.
- Meet physical demands of child care such as lifting up to 50 pounds, sitting of the floor and bending.
- Oversee the care, maintenance, cleanliness, security and safety of the nursery room and equipment.
- Encourage faithful activities and Godly play (music, crafts, and stories).

PROCEDURES:

- Children should be signed in by parent/guardian.
- No children allowed in the nursery age 6 or older, unless their parent is in the room with them.
- Keep all personal items of child on a hook or shelf.
- Keep snacks in locked drawer. Obtain permission from parent/guardian for child to have a snack. Also check and document food allergies.
- Keep record of injuries and communicate injury to parent/guardian. Discretion should be used to determine if you need to locate parent/guardian when an injury occurs.
- No child should be left unattended for any reason.
- Child should be picked up by the same parent/guardian who checked them in, unless otherwise specified.
- Clean high touch items in nursery after each use. Toys and other nursery items should be disinfected monthly.
- Responsible for notifying Nursery Coordinator two weeks in advance or by 6am if ill day of for coverage or not attending.