

Faith Lutheran Church

Position Description – Nursery Attendant

Position Purpose:

This position is responsible for providing child care in the Faith Lutheran Church nursery, including but not limited to space and equipment cleanliness and safety.

Position Classification:

This is a part-time, non-exempt position.

Position Responsibilities:

- When scheduled, work in the nursery (alongside volunteer staff, as applicable) on Sunday mornings, and for special events as requested subject to availability
 - From approximately September through May, the Sunday morning schedule is 8:30 AM to 12:00 Noon, caring for children ages 0-3
 - From approximately June through August, the Sunday morning schedule is 8:30 AM to 10:30 AM, caring for children ages 0-5
- Create a warm, welcoming and inviting atmosphere in the nursery for children and parents
- Lead activities for the children, as appropriate, such as games, stories and play
- Ensure the safety of all children following written or verbal procedures and guidelines, including but not limited to the Child Protection Policy and Nursery Guidelines
- Ensure the safety of all toys in the nursery and remove those that are no longer safe or able to be cleaned
- Clean toys:
 - Weekly for mouthed equipment
 - Bi-weekly for general play equipment
- Clean and organize the nursery after each use to prepare the space for Lake Area Discovery Center preschool
- Other duties as assigned

Position Reports to:

Director of Children, Youth and Family Ministries

Position supervises:

None

Position Qualifications:

Required

- Must be 18 years of age or older

Preferred

- Previous child care experience

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Nature and Scope:

- 1. Relationships:** In order to perform this position effectively, the employee is expected to perform his/her responsibilities with enthusiasm and a good attitude, be a team player and willing to assist other church staff, and maintain confidentiality of church and personnel matters. Furthermore, the employee is expected to be approachable, open to ideas and suggestions, available to the congregation and fellow staff members, and be open and welcoming to church members and visitors. As part of this responsibility, the employee must relate well with staff, congregation members, visitors and volunteers, and work with volunteers within the scope of this position.
- 2. Knowledge, Skills, and Abilities:** This position requires dedication to the mission and ministry and good communication skills. Employee will practice good stewardship regarding church funds, property and assets within the constraints of this job position and will strive to use time and resources effectively to complete job responsibilities in a timely manner.
- 3. Problem Solving and Creativity:** This position requires problem-solving skills and an ability to deal with last-minute changes or contingencies in a diplomatic manner. Employee will be resourceful in finding ways to carry out responsibilities and will look for opportunities to improve work processes or programs for which he/she is responsible.
- 4. Freedom to Act:** All positions carry the expectation that the employee arrives at work on time and is prepared to work, works well with minimal supervision and direction, and is professional in carrying out his/her work. Any freedom to act is bounded by federal and state laws, rules and regulations; vision and priorities set by or with the congregation; and generally accepted principles of integrity, good taste and professionalism.
- 5. Job Performance Review:** In addition to any feedback given in regular meetings between employee and supervisor, the employee can expect a minimum of one job performance review per year to help in continuing his/her lifelong education process and professional skill set development.

The job performance review will include the following:

- Supervisor evaluation
- Employee self-evaluation

The job performance review may also include some or all of the following:

- Feedback from congregation members or volunteers with whom the employee interacts on a regular work-related basis
- Feedback the supervisor has collected from co-workers

The employee, supervisor and possibly a member of the Personnel Committee will participate in the job performance review.