

## **STAFF POSITION DESCRIPTION**

**Title: Nursery Attendant**

**Last Revised and Approved: 10/19/2015**

**Category:** Hourly [Non-exempt], Part Time

**Weekly Schedule:** Sunday mornings from 8:15 to 12:15 during the Sunday School year

10:45 to 12:15 during the summer.

**Purpose:** To help enable and assist EPC and its members in the pursuit of its vision, programs and ministries. Specifically, to help maintain a safe and secure nursery for children during worship services

**Accountability:** Christian Education Committee and Head of Staff - direct questions or concerns to CE representative on a Sunday basis and Head of Staff for all other concerns regarding position. In the event the Nursery Attendant is unable to come to work on Sunday, Attendant is to call or contact the Christian Education Elder.

**Authority:** The Nursery Attendant has no fiscal authority

**Qualifications:** Safe Child back ground checks and certification

### **Primary Responsibilities:**

- Help maintain a safe and secure nursery for children during worship services
  - Provide a safe and nurturing environment
- Coordinate time off well in advance with both Head of Staff and CE representative
- Follow emergency protocols if necessary (TBD)

### **Secondary Responsibilities:**

- Reliably be in place by 8:15 to accept and sign in children
- Be available during the SS hour (9:30am to 10:30am) to assist Sunday School teachers in their rooms as needed. (i.e. with crafts, refreshments, extra helper for larger classes as necessary).
  - Assignment to SS room to be determined by Christian Education Committee.

### **Primary Tasks:**

- Organize and maintain nursery room (i.e. keep toys off the floor when children are done playing, keep shelves tidy, remove any broken toys and give to CE representative to be checked and discarded if necessary)
- Maintain sign in sheet for any children brought to nursery (name of parent or guardian, cell phone #, name of child, time child is brought to nursery, time child is picked up)

**Secondary Tasks:**

If no children in the nursery, cl