

Kensington Community Church Job Description

Position: Nursery Attendant
Status: Part-time
Exemption: Non-Exempt
Supervision: Director of Faith Formation

Position Summary

Provides nursery care for infants and small children during Sunday worship and special Church events. The Nursery Attendant must ensure that the Nursery is a welcoming and safe environment for the children of visiting and member parents/guardians, so that the adults may participate fully in worship, fellowship and educational activities with the knowledge their children and begin well cared for.

General Responsibilities

- Provide childcare for infants and children too young to attend classes. Normal nursery hours are Sunday mornings from 9:30-11:30 a.m.
- Ensure room is clean and appropriately set-up when shift begins.
- Greet children when they arrive in the nursery and ensure that a contact card is on file for each child.
- Ensure parents/guardians label child's belongings.
- Maintain an atmosphere of nurture and loving concern in the nursery. Treat all children with care and compassion
- Ensure children are kept on Church property when in your care.
- Release each child only to his/her parent/guardian or another adult authorized by the child's parent/guardian.
- Ensure that play surfaces and materials are clean, washed if necessary, and returned to the appropriate storage spaces, and disinfect per schedule.
- Notify the Director of Faith Formation of any issues with children, volunteers or parents/guardians in a timely manner.
- Notify the Director of Faith Formation of special needs for the nursery or replenishments of supplies (e.g. water cups, disinfecting wipes, and other supplies) in a timely manner.
- Accept instructions, and complete assigned tasks, work effectively as a team, and provide leadership to assistants and volunteers as necessary.
- Communicate effectively and appropriately at all levels including children, parents, volunteers and church staff.
- Uphold all safety standards.
- Maintain a professional attitude, respecting family privacy always.
- Help children with toileting/diaper changes as needed.
- Monitor childcare assistants

Knowledge and Skills

- 18 years of age or older
- Live Scan completed for this position

- Familiarity with developmental needs of young children, understanding appropriate play levels for different capabilities.
- Comfort working in a progressive, Christian non-profit organization.
- Current CPR and First Aid knowledge and certification.
- Proficient verbal and non-verbal communication skills with infants and small children.

Physical Demands

- While performing this job, the Nursery Attendant is regularly required to walk, sit, use hands to handle objects, operate keyboards, tools or controls, talk and hear.
- Exceptional patience and ability to remain calm always.
- Excellent listening skills and an engaging demeanor.
- Physically able to perform tasks, including sitting on the floor, bending, and standing.
- Must be able to lift children weighing up to 30 pounds regularly.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions