

JOB DESCRIPTION

POSITION: **Nursery Attendant at Community Lutheran Church**

Purpose: To provide dependable, safe, secure, and nurturing care to the children while at our Church, ages 0-5 years in a clean environment.

Supervision: **Nursery Coordinator, Senior Pastor**

Responsibilities:

1. Offer and provide for the emotional, physical and social needs of young children during the time they are in the church nursery.
2. Interact with the children and encourage their involvement in activities.
3. Prepare and maintain a warm, safe environment that is orderly, clean and appealing.
4. Establish and maintain good communication and be sensitive and responsive to parents.
5. Read, understand and follow nursery policies.
6. Be on site in the nursery for the entire scheduled time.
7. Communicate by phone, to the nursery coordinator any planned absences with advanced two week notice; or unplanned absences at least two hours prior to the shift.

Working Conditions:

1. Hours are Sunday mornings and Wednesday evenings:
 - 7:45 to 12:00 p.m. during the summer months (approximately June through August)
 - 8:00 to 12:00 p.m. during the school year (approximately September through May)
 - 6:00 to 8:30 p.m. (approximately September through May)
2. Must stay in the nursery the entire scheduled time.
3. Work is year round and holidays.

Qualifications:

1. Background experience in child care or early childhood development training preferred.
2. Must be a nurturing, caring, patient caregiver who enjoys working with young children.
3. CPR and First Aid certification required.
4. Satisfactory completion of background check.
5. Three references.
6. Must be 18 years of age or older.

Termination Policy:

There will be a 90-day probationary period where either party may terminate employment without cause. Beyond this a two week notice is expected.

How to Apply:

Email Cover Letter and Resume to: clcsecretary@communitylutheran.org. Position is available immediately.

I have read and agreed to the above description of my responsibilities, working conditions and qualifications.

Employee Signature

Date