

St. Luke United Methodist Church

Job Description

The St Luke United Methodist Church mission statement: "To Connect, Grow, and Serve, by Loving God, Loving Others, and Serving the Community."

Position title: Nursery Care Assistant Job Description

Reviewed by: Staff Parrish Relations Committee

Date: April 2018

Principal focus:

To provide dependable, safe, secure, and nurturing care to the children of St. Luke United Methodist Church during worship (year-round) and Sunday school (mid-September to mid-May) in a clean, safe environment, ages 0 to 4 years.

Regular duties/Responsibilities:

- Provide steady, welcoming and inviting presence in the child care on Sunday morning and during scheduled special events. Must be physically present in the nursery at all times.
- Co-leads the delegation of responsibilities in the nursery and facilitates age appropriate activities for children
- Keeps track of supplies and equipment in the nursery
- Communicates regularly with the Director of Children and Family ministries
- Contacts the Custodian/Maintenance staff with needed maintenance with a copy to the Director of Children and Family ministries.
- Schedules cleaning of toys and equipment

Skills and requirements:

- Must adhere to the St. Luke United Methodist Church Safe Sanctuary Policies and complete the training
- Proof & certification of infant and child CPR/First-Aid Training
- Must be 18 years or older
- Desire to serve God through child care ministry
- Knowledge and experience of care required for infants and toddlers
- Good organizational, communication, time management, and teamwork skills
- Must pass state background check.

Relationships

- Serves under the direction of the Director of Children and Family Ministries
- Establishes relationships with the families and children using the nursery

- Works with other volunteers and St. Luke United Methodist Church staff to plan child care for special events, committee meetings and ministry training

Time Requirements

- Reports to the nursery 30 minutes prior to the beginning of any scheduled child care time and leaves 15 minutes after the event or when the room is completely vacated
- Certification/recertification and training for CPR/First-Aid for infants and toddlers

I understand the responsibilities of this position and am capable of performing the demands required.

Printed Name

Signature

Date

Please submit application & resume with cover letter no later than Wednesday, August 22, 2018.

**Emily Gilbertson
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