

**DAHLGREN UNITED METHODIST CHURCH (DUMC)
POSITION DESCRIPTION
NURSERY ATTENDANT**



SUMMARY DESCRIPTION

The Nursery Attendant is the primary care provider of the children placed in the nursery during church services and special events. Primary duty is the care and safety of the children within the nursery. Duties include but are not limited to; Interactive play activities, changing diapers, greeting parents, maintaining nursery equipment in a serviceable and clean condition. The Nursery Attendant advises the (Staff/Parish Relations Committee (SPRC) Liaison of nursery in a timely manner of needs affecting the operation and safety of the nursery requiring attention.

The normal hours of nursery operation for Sunday morning services and Sunday School are 8:30 am to 12:30 pm. Services of worship that may require nursery services are Ash Wednesday, Maundy Thursday, Good Friday, and Christmas Eve, and New Year's Eve. The Nursery Attendant may also be expected to support nursery operations for other study activities (such as the Wednesday Night GLoH Program, special services (such as Wednesday Lenten service/luncheons), Council or committee meetings, band or choir practice. These and other requirements will be scheduled in advance through the Church Office subject by mutual agreement between the Pastor and the Nursery Attendant.

QUALIFICATIONS

Seeking a committed Christian with willingness to serve and grow in ministry sharing the Love of Christ with All to make disciples for the transformation of the world.

- Must be able pass the Virginia State Police background check and a Virginia Social Services Central Registry Search required for paid Child Care workers.
- Must read and complete Church Training on the DUMC Child Protection Policy and Guidelines.
- Must have up-to-date CPR for infants or obtain certificate within three months of employment.
- Physically capable of handling the needs of infants and toddlers.

DUTIES AND RESPONSIBILITIES

The Nursery Attendant is responsible for:

- Providing a pleasant and engaging environment where children will be safe, protected, and cared for. Responsibilities include: Welcoming and keeping children in the nursery:
 - Greeting parents and explaining church policies related to the use of the nursery.
 - Ensuring that children are attended at all times.
 - Providing personal care for infants, to include changing diapers as required.
 - Complying with any special needs children may have. (Administering medication is NOT AUTHORIZED.)

- Confirming safe release of the children only to the child's parent or custodian.
 - Maintaining a safe and healthy environment for the children in the nursery to include:
 - Implementing the DUMC guidelines for use of the nursery, including the policies and procedures of the Child Protection Policy.
 - Maintaining the nursery log.
 - Coordinating with the Church Office and/or leaders or designated points of contact for activities or events whenever assistance from adult volunteer(s)
 - Cleaning up the nursery as per posted directions, including, routine sanitizing the nursery (including the toys). pandemic related requirements (if any) of the PRG.
- Advising the SPRC Liaison of needs in the nursery affecting health and safety of the children, such as broken toys, equipment, soiled linen, etc.

The safety of the children in the nursery is paramount. The Nursery Attendant is expected to exercise good judgment in the event of unforeseen circumstances to ensure the well being of the children under her charge.

REPORTING AND LIMITATIONS ON AUTHORITY

The Nursery Attendant works in compliance with State law and DUMC policy with the oversight of the SPRC, under the supervision of the Pastor. This includes completion of VA State training requirements for paid child care workers and compliance with State requirements for mandatory reporting of incidents or reasonable suspicions of child neglect or abuse.

The Nursery Attendant is expected to inform the Church Office, the Pastor, and/or the responsible POC for any planned activity as soon as possible if they anticipate that they will be late or absent for planned attendance and service.

Administering medication is not permitted.

Inquiries welcome. Interested principals only.

Contact Office: 540-663-2230 or email to: office@dahlgrenumc.org