



Cobleskill United Methodist Church

NURSERY ASSISTANT

REPORTS TO: LEAD PASTOR

STATUS: PART-TIME HOURLY EMPLOYEE

EFFECTIVE: OCTOBER 11, 2022

HOURLY RATE: COMMENSURATE WITH EXPERIENCE

JOB SUMMARY:

The Nursery Assistant works with the Nursery Care Provider in overseeing the church nursery on Sunday mornings and during special events as needed. The Nursery Assistant works closely with Safe Sanctuaries approved volunteers, as needed, in order to provide a safe and nurturing environment for children, toddlers, and infants in the nursery. The position reports to the Lead Pastor, Anna Blinn Cole.

ESSENTIAL FUNCTIONS

- Arrive 15-30 minutes prior to the start of Sunday morning activities (including choir rehearsal, parenting classes, as needed) in order to greet parents and allow time for the children to adjust to the nursery setting. Assist the Nursery Care Provider to select a variety of age appropriate toys, depending on the children present.
- Participate in age appropriate play with the children.
- Intervene when a peer conflict is unable to be independently resolved by those involved.
- Will usually be working with the age group six and under.
- Remain in the nursery until all children have been signed out and the room and toys have been cleaned and put away.
- Plan for 15-30 minutes after each session to assist with clean up and store any materials or toys that have been used during session.
- Assist with maintaining an information system for the nursery.
- Assist with organizing the use of the bathroom in order to be sure that no child is left unattended.

- When the Nursery Care Provider is absent:
 - Maintain the sign-in and sign-out book for parents to register their child's attendance each week.
 - Serve as the primary contact person between the child and his/her parents upon arrival and dismissal.
 - Document tasks completed, hours worked and session summary. Be prepared to submit tasks completed with your payroll requests on a bi-monthly basis.
 - Observe volunteer(s) as they interact with the children.
- Other responsibilities:
 - Maintain active first aid and CPR certification.
 - Have taken a sexual harassment training course as required.
- Ensure Safe Sanctuary policies/practices are followed in the nursery.
- Assist with all other nursery activities such as playgroups, Sunday School, etc., including sterilizing and sanitizing toys as needed.
- Assist Nursery Care Provider with a walk-through emergency drill at least once a year.
- Assist with escorting children to and from the Sanctuary for Children's Time as appropriate.

MINIMUM QUALIFICATIONS:

- Must be 18 years or older,
- Experience directing or working in a child daycare setting, preschool or elementary classroom setting; or
- Have completed; or currently taking, coursework in Early Childhood Studies; or
- Babysitting experience or completion of a babysitting class,
- Clear understanding of development from birth through age 6

CORE COMPETENCIES:

- **Compassion and Empathy:** Demonstrates a caring and compassionate nature that ensures children feel safe, secure, comfortable, and valued.
- **Strong Ethics and Values:** Shows respect and equality to children, parents, and others both within nursery and the greater church.
- **Communication:** Provide clear, age-appropriate communication and instruction to children in the nursery. In the absence of the Nursery Care Provider, clearly communicate nursery policies, concerns, etc. to parents.
- **Trust:** Handles all situations with honesty and truthfulness.
- **Initiative:** Identifies items in need of attention and takes initiative to address those items.

- **Responsibility and Reliability:** Takes responsibility for full oversight of the nursery when the Nursery Care Provider is absent. This includes arriving on time or notifying a church representative as timely as possible in the event of an absence.
- **Personal Resilience and Flexibility:** Calmly and proactively finds ways to address unexpected problems or emergencies and change course as needed with as little disruption within the nursery as possible.
- **Creativity:** Looks for unique and innovative ways to engage children during playtime and periods of instruction.
- **Confidentiality:** Uses discretion with regard to the sharing of confidential or sensitive information with others.
- **Volunteer Management:** Ensures volunteers follow Safe Sanctuaries policies/practices.

BENEFITS, CONDITIONS, AND TERMS OF POSITION:

This is a year-round, part-time hourly position. The Nursery Assistant is entitled to two weeks of paid vacation per calendar year.

Signed:
