

## **Hopewell Presbyterian Church**

### **Nursery Attendant**

Last revision: 3/09/2022

**Purpose:** To Oversee Nursery and Children's Church during the 11 AM Worship Service

#### **Responsibilities:**

- Greet parents, children and visitors.
- Enforce the sign-in, name tag and parent's cell number procedure for all children in the Nursery.
- Know who is in the Education Building and on playground at all times.
- Check toys and furnishings for breakage and replacement.
- Clean used linens weekly.
- Place trash bags in hall for pick up by cleaning crew.
- Tidy up rooms and turn off lights.
- Serve as the emergency contact person for Deacons/Ushers.
- Hours of supervision are from 10:30 AM until 12:30 PM each Sunday, with two Sundays off per year, and the option to work special services and events at the same hourly wage.

#### **Skills Required:**

- Christian
- Early Childhood Education training and/or experience
- CPR certification
- Background check

#### **Supervision:**

- Reports directly to the Director of Christian Education.
- Daily work issues, conflict resolution, performance issues handled by the Director of Christian Education.
- Annual performance review, salary review and resolution of any conflict outside of the Director's purview conducted by Personnel Committee.