

**Nursery Attendant**  
**First Presbyterian Church**  
**Ithaca, NY**

**Purpose:** To provide loving and personal care for infants through early elementary aged children in the church nursery during worship and adult education class after worship. Attendant is also asked to care for the space of the nursery. Additional work hours may sometimes be available to the Nursery Attendant during special programs or services offered at the church. S/he or she is not required to work these hours, but will always be asked first. This is a 3-hour per week Sunday position from September-June and a 2-hour per week Sunday position July and August, with four Sundays off annually as determined by the church calendar.

The position will start as soon as possible. Vacation time can be discussed. We would prefer applicants that are available during school breaks including fall, winter, spring and summer.

**Responsibilities:**

1. Arrive at church by 9:30 a.m. every Sunday morning, to set up the room and prepare for parent drop off time.
2. Welcome parents and children into the nursery from 9:35 am onward (church service is from 10:00 am – 11:00 am).
3. Sign children in and out of the nursery each week. There is a sign in sheet to allow parents to write down their phone number and email address to facilitate communication.
  - It is very important that you introduce yourself so parents know you and you know the names of the families that come to the nursery. We value community and having you and families know each other.
  - A nametag will be provided so parents will know you are working in an official capacity.
4. The Nursery Attendant may be responsible to help change diapers and help toddlers being potty trained, and should be prepared for any accidents that may happen.
5. Prepare, serve and clean up snack from items found in the nursery.
6. Supervise youth helpers who volunteer for worship childcare.
7. Assist the teachers and Sunday School Teacher if there is an education curriculum in place.
8. Make sure the nursery is neat and clean before the children arrive and after they leave. This is to include: take out trash, vacuum, and wipe down toys and surfaces to sanitize them.

**Qualifications:**

1. Must pass background check.
2. Preference given to candidate with a current certification in Infant/Child CPR or someone willing to become certified (church will pay for certification).
3. Must have experience working with babies and children (baby sitting or other paid and/or volunteer work with young children).

**Relationships:** Works with the Director of Christian Education (Mylika Selah) and communicates with the leaders of Children's Church across the hall. The Nursery Attendant has a rapport with church members who are parents and/or volunteers in the nursery. The attendant will have a close, compassionate and nurturing relationship with the children in the nursery.

**Accountability:** Position is directly supervised by the Director of Christian Education, and is responsive to the YMSS (Youth Ministry and Sunday School) committee of the church. A personnel liaison will be assigned to this position.

**Evaluation:** Performance and compensation reviews will be conducted bi-annually by the immediate supervisor (DCE) or by the personnel liaison.

**Pay rate:** \$18.50 per hour.

Updated: 4-3-2024