



## **Position Description**

### **Primary Nursery Attendant**

**Supervisors:** Directly reports to Senior Pastor - Head of Staff

**Supervisees:** N/A (coordinates with volunteer support and other Nursery Attendants, as appropriate)

**Employment Level:** Part-time; does not exceed (10) hours per week

**FLSA Status:** Non-salaried; eligible for overtime

**Compensation Rate:** \$16 per hour; average of (4) hours per week

**Effective:** 6/1/22

**Position Summary:** The Primary Nursery Attendant serves the overall ministry programming of Grace Lutheran Church by ensuring the safe, healthy operation of the Nursery during worship services and other church functions. The Nursery Attendant is responsible for maintaining a nurturing environment in which children are embraced in an age-appropriate setting within the community of faith.

#### **Essential Functions**

1. **Care for Children** – this position demonstrates care in the following ways:
  - a. protecting children from harm;
  - b. actively engaging with children in the Nursery;
  - c. maintaining a clean Nursery environment;
  - d. caring for children’s personal needs such as feeding, comforting, toileting, washing hands, and checking diapers; and
  - e. always wearing nametag or other approved identification.
  
2. **Preserving a Christ-centered Environment** – while no religious affiliation is required for this position, this position will ensure that the Nursery remains an extension of the larger church, which includes:
  - a. displaying Grace’s worship service on the television so that children and/or volunteers have the ability to participate;
  - b. refraining from use of personal devices such as cell phone, tablet, laptop, etc. during work hours;
  - c. maintaining a commitment to caring for others; and
  - d. fostering a welcoming atmosphere in the Nursery.

3. **Record Keeping** – this position is responsible for:
  - a. maintaining accurate sign-in / sign-out records;
  - b. documenting any incidents at the time they occur;
  - c. recording hours worked;
  - d. documenting any issues with volunteer support; and
  - e. documenting all visitors who come to the Nursery.

#### **Other Responsibilities**

1. This position maintains regular communication with the supervisor, which includes timely responses to emails, calls, and/or text messages.
2. This position reports to supervisor in a timely manner when unavailable to work.
3. This position is required to meet with the supervisor upon request.
4. This position will work with volunteer support, directing assistance where needed.

#### **Physical Requirements and Eligibility**

1. Each position requires a physical presence of approximately (4) hours per week, generally on Sunday mornings between 8:15am-12:15pm.
2. When additional coverage in the Nursery is desired, the supervisor will inquire in advance whether the employee is able to meet the request. The total time requested for any week must exceed (10) hours to qualify for overtime pay.
3. The Nursery Attendant must be physically present for the duration of the time assigned, and in that time must be capable of lifting approximately (40) pounds.
4. The Nursery Attendant must be at least 18 years of age, possess a high school diploma or equivalent, and maintain current CPR (including infant-child CPR) and First Aid certification. The church can sponsor the training, if necessary.
5. The Nursery Attendant must comply with all policies of Grace Lutheran Church and must submit to a background check prior to employment.

#### **Core Competencies**

1. Attention to Detail
2. Problem Solving Skills (Initiative, Creativity, Innovation)
3. Ethical and Trustworthy Conduct
4. Team-Orientation (Conflict Management, Interpersonal Skills)
5. Self-Differentiation, Personal Resilience
6. Time Management Skills (Punctuality)
7. Safe Hospitality

**Acknowledgement**

By signing this position description, we acknowledge that we have read this document and we understand that it shall be the primary source outlining the expectations for this position. We understand that further expectations may be communicated by the supervisors later, and such expectations would have no lesser authority than those outlined on this document.

\_\_\_\_\_  
*Name*, Nursery Attendant (Primary)

\_\_\_\_\_  
Date

\_\_\_\_\_  
The Rev. Gregg Hoffman, Senior Pastor - Head of Staff

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dawn Hartman, Congregation Council President

\_\_\_\_\_  
Date