

Heights Presbyterian Church Nursery Attendant Needed

Purpose: Heights Presbyterian Church encourages all children to participate in worship, but realizes that some parents like a place for their children to go during worship service. HPC offers a nursery for infants through pre-K during worship and after worship activities. Our nursery will be staffed by 1 Nursery Sr. Attendant and at least 1 volunteer at all times.

Minimum Requirements:

- Relates well with infants, young children, and parents
- Prior childcare experience a must
- Infant and Child CPR & basic first aid certification
- Must be able to pass back ground check
- Able to work as part of a team
- Age 18 years or older and not in high school
- Must be available Sunday mornings 15 minutes before the start of adult Sunday School which starts at: 10:00am thru end of worship service at 12:00 pm and will stay until all children have been picked up and nursery and contents are cleaned.

Accountability: Reports to the Pastor and Chair of Volunteer Committee.

Hours: 3 hours per week on Sunday mornings with occasional special events

Wage: \$12.00 per hour

Responsibilities:

During worship

- Greet all children and parents warmly.
- Have parents sign children in and out of the nursery.
- Children should not leave the nursery without an attendant or parent/guardian .
- Put attendance sheet signed by the attendant in the office each Sunday.
- Ensure the safety and cleanliness of the nursery by checking the room, toys and materials the children are exposed to.
- Attentively supervise the children in the room.
- Assist the children in clean up at the end of the service.
- Wipe down toys the children used after the children leave.
- If there are no children at the start of the service, the attendant can sit in the sanctuary and be aware of any parents that may want to take children to the nursery during the service.
- Notify Sunday School teacher, greeter or usher if there is not a second adult in the nursery so that someone can be found.

Outside of worship

- Report any needed materials or repairs to the pastor.
- Report any safety concerns to pastor immediately.
- Submit dates of absence a month in advance for scheduling. In case of an emergency, notify the pastor and volunteer coordinator.

Evaluation: The Pastor and a member of the Personnel Committee will conduct a performance review annually

Send resume to Amy Grable at akgrable@yahoo.com. The office e-mail is office@heightspc.org