

Role Description for Nursery Attendant

St. Paul's United Church of Christ
Freeburg, IL

General	The Nursery Attendant is responsible for providing child care during scheduled worship services for children aged between birth and kindergarten.
Specifics:	<ol style="list-style-type: none">1. Be certified in CPR; and, undergo First Aid Training;2. Encourage volunteer helpers to be CPR-trained;3. Consent to background checks conducted by the senior pastor;4. <u>Provide child care in the church nursery during:</u><ol style="list-style-type: none">i. Sunday morning worship services (8:00 and 10:15),ii. Lenten services (beginning with Ash Wednesday),iii. Maundy-Thursday, Good Friday, Easter (8:00 and 10:15), andiv. Thanksgiving Eve (if service is held in our church), and servicesv. as requested by the senior pastor;5. Arrive 15 minutes prior to the start of a church service to prepare the room and admit children;6. Once church services have ended and the children and parents have vacated the area, return room to proper order for Teeny Tots' use of the facilities the following day;7. Protect the health and safety of the children and volunteers in the Nursery;8. Coordinate the schedule of volunteer help, and inform the volunteers of their responsibilities in accordance with the Nursery Guidelines;9. Advise parents of the Nursery Guidelines;10. Ensure that the contact notification system/pagers are in good working order;11. Be an ex-officio member of the Christian Education Committee;12. All other duties as assigned.

	<p>NOTE: No more than four days off in which nursery services are needed will be allowed per calendar year. If a personal emergency arises whereby the nursery attendant cannot fulfil his/her responsibilities for a particular date, he/she will first find a suitable replacement, then he/she will contact the Chairman of Christian Education Committee to inform him/her of the situation.</p> <p>For scheduled time off, the Nursery Attendant will be responsible for finding a suitable replacement for while he/she will be gone. The Nursery Attendant will then notify the Chairman of the Christian Education Committee of who that replacement will be. This shall be accomplished at least two weeks in advance of the requested time off.</p>
<p>Accountability:</p>	<p>The Nursery Attendant is accountable to the senior pastor, as administrator of the church, and to the Christian Education Committee. The Sr. Pastor, with input from the Christian Education Committee, will perform an annual evaluation.</p>
<p>Compensation:</p>	<p>The Nursery Attendant position is an hourly position. Salary compensation is determined by the annual church budget. It is recommended by the Personnel & Policy Committee that this position has an initial six-month probationary period.</p>

St. Paul's UCC – Freeburg, Illinois
EMPLOYMENT APPLICATION

Position applied for: _____ Date of Application: _____

Name: _____
(first) (middle) (last)

Address: _____
(street) (city) (state) (zip)

Phone number: (home) _____ (cell) _____

Are you currently employed? _____ yes _____ no

May we contact your present employer? _____ yes _____ no

Available for: _____ part-time employment _____ full-time employment

Desired salary/wage: _____ Date available to begin work: _____

EDUCATIONAL BACKGROUND

High School: _____

Number of years completed: _____ Diploma/Degree _____

College/University: _____

Number of years completed: _____ Diploma/Degree _____

Please list any skills, licenses, training, education, etc. applicable to the position for which you are applying: _____

WORK HISTORY (past three employers beginning with most current)

Most recent employer: _____

Date started: _____ Position: _____ Date left: _____

Description of duties: _____

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Former employer: _____

Date started: _____ Position: _____ Date left: _____

Description of duties: _____

Former employer: _____

Date started: _____ Position: _____ Date left: _____

Description of duties: _____

EMPLOYMENT REFERENCES (please list the name, address, and phone number of three references, not related to you, that we may contact)

Name and contact person: _____

_____ former employer _____ other

_____ (full address)

_____ (phone number)

Name and contact person: _____

_____ former employer _____ other

_____ (full address)

_____ (phone number)

Name and contact person: _____

_____ former employer _____ other

_____ (full address)

_____ (phone number)

Have you ever been convicted of any felony? yes no

Have you ever been convicted of a misdemeanor involving dishonesty, criminal sexual conduct, assault or battery, or any criminal drug statute? yes no

Applicant signature: _____

Date: _____