



FIRST PRESBYTERIAN CHURCH
of Hudson, Wisconsin

NURSERY ATTENDANT

FIRST PRESBYTERIAN CHURCH – HUDSON, WI

POSITION TITLE: NURSERY ATTENDANT

PURPOSE: To provide safe, nurturing, dependable care to young children

HOURS: 2.5 hours on Sunday morning from September through May. Other hours as requested.

ACCOUNTABILITY: The Nursery Attendant is accountable to the Session [church board] through the Children and Youth Ministry Chair and supervised by the Pastor.

DUTIES:

The Nursery Attendant will:

- Be responsible for providing age-appropriate care which includes, feeding, changing diapers, escorting older children to the bathroom, maintaining a safe environment, holding, sitting with and cheerfully interacting with children. Universal precautions should be used while changing diapers.
- Be polite, friendly and courteous to children, parents and other volunteers.
- Be at the church, ready to welcome children, by 9:00am every Sunday, including holidays.
- Remain on duty through education and fellowship activities, which typically end at 11:30am, or until the last child has been picked up by the registered adult.
- Straighten the room and clean any toys before leaving. A sanitizing solution will be available to use in the nursery.
- Attend an evaluation within 60 days of the hire date.
- Report to the Children and Youth Ministry Chair and/or Pastor any issues which are hindering the ability to carry out these responsibilities.
- Communicate, with two weeks advance notice, any planned absences. Notice should be given in writing to the Church Office and the Children and Youth Ministry Chair.

- Communicate, with two hours advance notice, any unplanned absences. Notice should be given via phone or text to the Children and Youth Ministry Chair.

QUALIFICATIONS:

- Experience in caring for young children, including infants.
- Satisfactory completion of background check and drug screening.
- Presentation of up-to-date immunization record.
- Satisfactory completion of the Red Cross (or similar) CPR training for infants and children; or the ability to attend at First Presbyterian Church's expense, this training within 90 days of hire date.
- Adherence to First Presbyterian Church's Child Safety Guidelines
- Presentation of 3 references, including 2 with direct knowledge of the applicants care of young children.