

# GlendaleUMC

an inclusive + affirming community

GlendaleUMC.org |     @glendaleumc

## Job Description:

Nursery Attendant at Glendale United Methodist Church

Part Time: Sunday mornings from 9:45 am to 12:15pm

## Why work as a Nursery Attendant at Glendale United Methodist Church?

- We believe that God's love + grace are available + shared for all people.
- We are affirming + inclusive + reconciling. No exceptions, no exclusions.
- In this church, we believe that #BlackLivesMatter; United Methodists stand against racism

## Summary of the position:

The Nursery Attendant's job is to take care of and nurture the Glendale UMC children.

**ACCOUNTABILITY/SUPERVISOR:** The Nursery Attendant is responsible to the Pastor or Children's Education Leader. Two adults 18+ with completed background checks are always in the Nursery at Glendale UMC to watch over the children.

## RESPONSIBILITIES:

1. Looks after and cares for the children during Sunday morning nursery hours and, if both parties agree, during nursery hours at other church events.
2. Sets up and keeps good health, safety, and cleanliness rules in the nursery
3. Greets parents/guardians and children at the nursery door and creates a warm and caring environment
4. Makes a profile of each child who uses the nursery and keeps it up to date.
5. Takes attendance and keeps an eye on what the kids are doing in the nursery.
6. Builds a good relationship with the kids
7. Tells the parent/guardians(s) and the Pastor or Children's Education Leader if a child has an accident, gets hurt, or looks sick; fills out an accident report as needed.
8. Tells the Pastor or Children's Education Leader if toys or other nursery items are broken, if there aren't enough supplies, if help is needed, or if there are other problems.
9. Makes a record of how many hours each member of staff worked and sends it to the Children's Education Leader and the Business Manager.

10. Tells the Pastor or Children's Education Leader as soon as possible when he or she needs time off (at least 14 days in advance of scheduled absence).
11. Tells the Pastor or Children's Education Leader or their designee as soon as possible if illness or other circumstances keep them from coming.
12. Takes care of children at other church events when both parties agree.

#### **SKILLS AND KNOWLEDGE:**

1. At least 1 year of experience caring for babies and young children, or completion of a [Red Cross babysitting](#) course or equivalent.
2. You must be an adult, which means you must be at least 18 years old to follow Glendale [UMC's Safe Sanctuary Policy](#).
3. A background check must be done and passed in accordance with Glendale [UMC's Safe Sanctuary Policy](#).
4. Completion and proof of required training in accordance with Glendale [UMC's Safe Sanctuary Policy](#)
5. Get trained in [first aid and CPR for babies/children](#) (if not already certified)
6. Experience caring for children with special needs or knowledge of how to do so
7. Makes and keeps a good relationship with the kids and their parents/guardians.
8. Knows where Glendale UMC's first aid kits, emergency exits, emergency phone numbers, fire extinguishers, and other important emergency items are.
9. Minimizes the chance of spreading infectious diseases, such as COVID-19, by practicing good personal hygiene, such as washing hands and using lotions that kill germs, and wearing a mask when requested or needed.
10. You must be able to pick up and carry at least 40 pounds.

#### **SCHEDULE OF WORK:**

- The typical work schedule every Sunday is **9:45 am CST to 11:45 am CST**
  - - *occasionally up to 12:15pm CST* - if extended time is needed, Children's Education Leader will notify of the projected delay.
- When both parties agree, Nursery Attendant staff can work extra hours to take care of children at church events other than Sunday morning.

#### **COMPENSATION:**

Depending on experience, \$18 to \$22 per hour.

Send your resume to [steph@glendaleumc.org](mailto:steph@glendaleumc.org) if you are interested.

#### **Glendale UMC IS ABOUT:**

- We are a spiritual, progressive community that speaks up for the homeless and hungry and makes a safe place for all kinds of Christians.

- Glendale UMC is proud to be a part of the Reconciling Ministries Network, a group that "mobilizes United Methodists of all sexual orientations and gender identities to transform our Church and world into the full expression of Christ's inclusive love."
- Glendale UMC has promised to learn more about other cultures and fight racism.
- Glendale UMC values different points of view and ways of living. We want people from all walks of life, including people of color, immigrants, refugees, women, LGBTQIA+, people with disabilities, and veterans, to apply. Glendale UMC does not treat people differently based on their age, gender, race, color, religion, sexual orientation, gender identity, national origin, or disability.