

## St. Thomas Episcopal Church | Church Nursery Attendant | Job Description

Love working with children and need a part-time job with a vibrant and fun church community? Join us as our nursery worker at St. Thomas Episcopal! We are a medium-sized Episcopal congregation in the Great Bridge area of Chesapeake, VA. We run a children's Sunday school class for Kindergarten - 5th grade and provide nursery care for our children infant-5 years.

### Purpose:

We expect the Nursery Attendant to be a consistent presence in the lives of children in their care. For this reason, we ask the nursery worker to be present **every** Sunday from 9:00-12:30. The Nursery Attendant will be the most identifiable face of our nursery program. It is vitally important that someone in this position convey a sense of hospitality to our little ones and parents.

Before worship, we ask the attendant to set up the room for any activities or crafts that day. As people arrive for worship, we ask the Nursery Attendant to greet parents warmly, sign in children, and actively engage little ones. This means holding infants, getting onto the floor with toddlers, etc. Engaging the little ones during drop-off will make it easier for parents to leave the nursery without a fuss.

### Responsibilities:

Provide age-appropriate care which may include: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, holding, or sitting with and cheerfully interacting with children through games, stories, play, art activities and prayer.

- Be polite, friendly, and courteous to all children, parents, and volunteers.
- Get to know parents and children see you will be seeing them on a weekly basis
- Keep nursery clean, sanitize toys (as needed), help keep art/craft supplies organized and tidy
- Help lead seasonal art/craft activities
- Straighten, tidy, and clean the nursery before leaving. All toys that have had contact with saliva will require special attention. A sanitizing solution will be available to use in the nursery.
- Communicate in advance, by phone to Grayson Biscotti:
  - Planned absences with an advance two-week notice.
  - Extenuating circumstances requiring an unplanned absence call at least two hours prior to the shift.
- Dependability and a warm and welcoming presence is essential.
- In the event of an emergency with a child notify the Ushers via intercom.
- Stay until the children are secured with the adult named on the sign in sheet

### SAFETY:

- Follow all guidelines in the Safe Church program and those set out by the Diocese.
- There will be 2 adults at all times in the Nursery.
- Good hand washing and sanitation should always be used while changing diapers or in contact with bodily fluids.
- Current certification in child/infant CPR is required. A First-Aid kit will be supplied, and you must have good basic knowledge of first aid procedures.
- No child shall be released to anyone but the adult on the sign in sheet. (It is OK if they put more than one adult name)

**Minimum Requirements:**

- Minimum 18 years of age
- Dependable
- Can make at least a 1-year commitment
- Complete Safe Church Training
- Complete background check
- Candidate demonstrates they love working with children
- Must have transportation.

**Pay:** \$15/hour

**To Apply:** Send a cover letter, resume with relevant work experiences, and 3 letters of recommendation to [admin@stthomaschesapeake.org](mailto:admin@stthomaschesapeake.org).