



Friendship United Methodist Church

3527 Gallows Road, Falls Church, VA 22042

703-560-5454

Nursery Attendant

General Description

The Nursery Attendant is responsible for providing care in the church's nursery, under the direction of the Director of Children's Ministry. The Nursery Attendant must be available to work from 9:30 a.m. to 12:45 p.m. on Sundays. (Additional days may be coordinated for special worship services such as Ash Wednesday, Maundy Thursday, Good Friday, Easter Sunday, and Christmas Eve. Times will vary on these special worship days.)

Core Values

- Commitment to Caregiving: Provide loving caregiving to infants and toddlers, recognizes their current needs and demonstrates a desire to help them adjust, feel safe, and feel comfortable.
- Interpersonal Skills: Demonstrate the ability to work well with infants and toddlers and their families. Demonstrates the skills of active listening and openly accepts criticism. Productively engages and resolves interpersonal conflict. Engages people positively with a demeanor of optimism and abundance. Interacts in a spirit of love.
- Servant-Leadership Skills: Willingness and ability to collaborate and communicate with volunteers to ensure the best outcome for the program. Utilizes people and resources to foster success.
- Organizational Skills: Ability to plan and structure infant and toddler activities and space.
- Team Orientation: Demonstrates interest, skill, and success in working with other Friendship UMC staff and volunteers; promotes program goals ahead of personal agendas.
- Commitment to Excellence: Takes pride in work and strives for excellence to achieve the best possible results. Looks for opportunities to improve work practices; generates ideas for improvement; pays attention to the quality of work; and persists when difficulties arise. Tries innovative ways to get things done, considers situations from new perspectives, and evaluates work results for effectiveness.

Specific Responsibilities

The responsibilities of the Nursery Attendant include, but are not necessarily limited to, the following. The position can and should be shaped by the coordinator's own initiative, experience, and creativity.

1. Treat all children in the nursery and church with love, respect, and dignity, relaying to each child they are a special gift from God.
2. Maintain a safe, healthy, nurturing environment for all children in the nursery/preschool area. (Will comply with any special COVID-related procedures and guidelines as required.)
3. Engage children in age-appropriate Christian activities provided by the church during the time of care.
4. Change diapers and/or assists with needs of individual children in the restroom.
5. Clean the changing area with approved cleaners/disinfectants each Sunday. Nursery Attendants will use new paper bed cover on the changing mat and gloves when changing diapers. Nursery Attendants will wash own hands as well as those of the children being cared for after each diaper change and or restroom visit.
6. Sanitize all toys at the end of each session of caregiving (currently there is only one session).
7. Move toys or furniture as needed to create a safe environment.
8. Organize nursery toys, books, puzzles, etc. and maintain a clean and orderly room arrangement (as needed).
9. Assist the nursery/preschool volunteers, as needed.
10. Communicate effectively with the parents of the children.
11. Keep an attendance log each Sunday.
12. Report suspected child abuse immediately to Pastor as outlined in Friendship UMC's Child Protection Policy.
13. On days when no infants or toddlers are brought in for care, the Nursery Attendant will assist the Director of Children's Ministries with other care duties as assigned (e.g., assisting with children's Sunday school or children's worship.)

Skills & Other Requirements

- Must be a sensitive, caring and mature person, who is able to relate well with both children and adults.
- Must be 18 years of age or older.
- Must pass criminal background checks.
- Previous experience working with children in a group setting is preferable.

- Must test negative for both TB and drugs for the duration of employment. Additionally, evidence of full vaccination for COVID-19 will be required.
- Must be available to work from 9:30 a.m. to 12:45 p.m. on Sundays. (Additional hours on special Christian days such as Ash Wednesday, Maundy Thursday, Good Friday, Easter Sunday, and Christmas Eve will be coordinated separately. The times for these special services will vary.)
- Must be able to lift up to 50 lb. weight.
- Must be willing to participate in the annual child safety training.
- The Nursery Attendant that is designated the "Lead Nursery Attendant" will supervise the other paid and volunteer nursery attendants.