

NEW DORP MORAVIAN CHURCH

Job Description

Church Nursery Attendant

Ministry Purpose

Offering nurturing, secure, safe, clean, and efficient care within a Christian environment to our young children ages 6 months-4years.

Required Responsibilities of this Position include:

- Age-appropriate care including cheerful interactions with children through games, stories, and play;
- Supervising children in the classroom at all times and assuring an adult presence should a child leave the classroom;
- Direct interactions with children such as holding, sitting, and may include putting children down for naps, feeding, diapering, and toileting;
- Maintaining the classroom in a neat and orderly manner;
- Leaving the room an organized and clean classroom maintaining general housekeeping of the area including washing any used toys/beds.

Behavior Standards

- Making the emotional and social needs of the children the highest priority at all times.
- Utilizing positive discipline techniques.
- Keeping any discussion of children's behavior and personal information confidential and sharing only with the Pastor.
- Assuring that all contacts with families, prospective families, and other staff will be conducted in a courteous and professional manner.
- Abide by the required responsibilities and standards in this document and related employment documents
- The Pastor is the Nursery Attendant's supervisor.
 - Working under the direction of the Pastor the Nursery Attendant will:
 - Communicate in advance, by phone or email, any absences;
 - Give two weeks' notice of any planned absences and
 - In the event of a last minute illness, he or she must contact the Pastor by phone 1 hour prior to his or her shift so a replacement volunteer may be found.

Requirements include:

- Experience in the care of young children 6 months-4 years of age with the ability to adapt and interact with a variety of personalities and characteristics;
- Must be 20 years of age or older;
- Candidate for the position must:
 - Submit to background and drug screening results;
 - Present results of a current (within one year) Tuberculin test and current immunizations; and
 - Present current American Heart Association or American Red Cross CPR training/certification for infants and children.

Compensation:

- Compensation will be calculated at \$21.00/hr. (negotiable based upon training and experience)

Employment Terms:

- The initial employment will begin with a 3-month probationary period.
- The employment period will begin on the date of hire through January 31 of the next calendar year. Thereafter, it will be an assumed annual employment from Feb. 1 through the following Jan. 31.
- Typical Hours: 9:30am-12:00 (or until all children have been released to a parent, designated family member, or a pre-authorized adult.)
- May be asked to work additional hours during busy times, holidays that fall on Sunday, and other special event days (i.e. Holy Week, Christmas Eve, etc.).
- Position includes two Paid Leave Sundays for illness or vacation to begin after probationary period.
- Either party may terminate the employment with 2 weeks' notice, except in cases of gross negligence by the employee in which termination may be immediate. Accrued paid time off will be forfeited upon termination of employment to the extent that the law allows.

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