

# Mill Plain United Methodist Church

Job Title: Nursery Assistant  
Reports To: Nursery Supervisor  
Position Status: Part – Time Regular – Non-Exempt

## **Job Responsibilities and Duties:**

- Care for children who are entrusted to the church nursery by parents or other responsible adults.
- Instruct and assist children with personal needs including snacks and toileting while complying with established policies for handling bodily fluids, disinfectants, and other hazardous materials.
- Assist Nursery Supervisor in setting up, conducting activities and cleaning up.
- Assist with supervising children in indoor and outdoor play.
- Helping to teach rules of conduct and assists in maintaining a safe and suitable learning environment.
- Reads to children and teaches simple songs, games, arts and crafts.
- Routinely inspects nursery equipment and toys for cleanliness and safety.
- Ensures the nursery room is well stocked with supplies, such as diapers and wipes
- Provide nursery care for non-Sunday worship services and other church programs as mutually agreed upon with Nursery Supervisor and Nursery Assistant.
- Other duties as assigned.

## **Job Skills and Requirements:**

- High school diploma or GED equivalent, with at least 12 months prior experience working with children less than five years of age.
- Pass a national background check administered through Ministry Safe.
- Must adhere to the Safe Sanctuary Policy of Mill Plain United Methodist Church.
- Must have understanding of child development, good interpersonal skills to interact with children and parents, and the ability to handle crisis situations.
- Must be certified in CPR and First Aid.
- Good organization, planning and communication skills.

Staff Signature: .....Date: .....

Supervisor: .....Date: .....