

Sparta United Methodist Church is located in the heart of downtown Sparta and has an immediate opening for a part-time Nursery Attendant to provide a safe and loving environment for infants and small children during our Sunday morning worship service. Working hours are primarily 9:30 AM – 11:30 AM Sunday mornings with the possibility of other times as well during special events. If you have experience working with young children in a nursery setting, are 18 years of age or older, and are interested in this opportunity please call 616-887-8255 or email spartaumc@spartaumc.com.

SPARTA UNITED METHODIST CHURCH

NURSERY ATTENDANT JOB DESCRIPTION

MINISTRY & PURPOSE: Your role is to provide safe, secure, nurturing, clean, and efficient care to our children. Your ministry responsibilities include playing with the child or directing his play, reading to him, praying for each child, exhibiting Christ-like patience and love, and relating the events of the day to the lesson and theme in words the child can understand.

- **Arrival:** 9:30 am in nursery lobby awaiting to greet families with a smile! Please be sure to wear a name tag and encourage the kids to wear one too. Don't forget to turn on the TV to enjoy Sunday Worship LIVE!!
- **Departure:** 11/11:30 am - you may **not** leave any child unattended, and you may not leave until the last child has been picked up.

PRIMARY SUNDAY RESPONSIBILITIES:

- Communicating with all parents who come into the nursery, greeting them warmly, and making them feel comfortable with leaving their children in the care of the SUMC nursery staff. Make sure that parents sign their children in.
 - Sign-in forms are located in the main nursery lobby, near the pagers. Forms are for use by parents to list instructions for their children. Be sure to review instructions applicable to the children under your care.
 - While interacting with parents remember to:
 - Always THANK the parent for bringing their child. It is our privilege to serve them!
 - Always SMILE (even when you are tired).
 - Always tell the parents about ALL diaper changes and/or feedings & take notes as necessary.
 - **Please be sure to ask if their child has any allergies.** A snack may be provided during their time in the nursery, and we do not want ANY illnesses.
 - **Medications will not be administered** by the nursery/childcare workers.
 - Please note: Nursery Attendants will make every effort to make unhappy children happy. But if the child is not consoled within 15 minutes the parent WILL BE PAGED.
- Provide a loving and safe Christian environment for all children in attendance. The nursery attendant shall remain in attendance and always be **actively engaged with the children** until they are picked up by their parents.
 - If there are unkind words being shared, gently remind the child to use kind words. If the behavior continues follow proper discipline protocol.
 - Nursery Attendants, volunteers, and children should NEVER:
 - Yell, shout
 - Swear, use offensive language.
 - Grab, hit, or use any type of violence.
 - If a child becomes ill while in the nursery, please remove the child from the nursery and inform the parents immediately with the pager they received at sign-in.

- Feeding in the nursery is limited to bottle feeding infants and providing snacks and water to toddlers.
- Snacks may only be provided if there are enough for each child present!
 - If snack supplies are low, please let Ari know in the Church Office what is needed.
- Do not allow children to play with infant supplies (diapers, creams, wipes, etc.)! There are concerns about health & safety!
- **ALWAYS check diapers before the child is picked up by parent(s) or as requested on the parent's instruction form.**
- Only parents/guardians are allowed to pick up children. **Do not release children from the nursery to siblings.** Children will not be able to leave the nursery area after they have been signed in until a parent or other authorized party signs them out.
- Please report nursery attendance to the ushers (Alan Hartman or Ken Buitendyk). You may also indicate this on your timesheet!
- Maintain the order, immediate cleanliness, and appearance of the nursery by:
 - Straightening, organizing, & picking up the main nursery room after all children have been picked up for the day.
 - Sanitize ALL toys used within the main nursery room. Lysol spray and bacterial wipes are in the main nursery lobby.
 - Toys that are small, chewed on, drooled on, sneezed on, etc., require sanitizing before you leave as well. *Take your time.*
 - Place soiled rags, towels, crib sheets, and/or blankets in the custodial closet to be washed.
 - Pick up all trash and toys off the floors. Leave as little as possible on the floor to prepare the floors for their weekly cleaning.
 - Notify the Trustees of any building maintenance issues.
 - Notify the Custodian of any serious cleaning concerns.

INJURY & DISCIPLINE POLICY:

- Nursery Attendants are responsible for the safe and appropriate behavior of the children while they are in the nursery. If discipline problems occur (including dangerous behavior, injuring other children, speaking inappropriately to workers or other children, etc., workers should respond with the following protocol:
 - **First time:** ask the child to stop and explain why in a way the child can understand.
 - **Second time:** ask the child to stop and include consequences, explaining again why the action is inappropriate.
 - **Third time:** the child receives a consequence with an explanation.
- Appropriate consequences include time out in a chair or crib, removal of toys, and removal of snacks (if throwing food). **The timeout should last no longer than one minute for each year of the child's age.** At no time is a worker to yell at a child, strike a child, restrain a child, or speak in an unkind or derogatory manner to a child. When disciplining children, workers are to **remain calm** and refrain from shaming the child or bribing the child. Our policy is to focus on behavior, not the child. Any needed disciplinary action, including the situation and consequence, should be reported in detail to the parents at the time of sign-out. Any chronic discipline problems should be reported to the Pastor & SPRC Chair.

- Parents and the Lead Pastor will be informed in writing (using the Church Mutual injury report form) **following any injury to a child in the nursery.**
 - Be sure to write any incidents and/or injuries in extreme detail in the BLUE Incident Report notebook kept in the Nursery Lobby with the parent pagers.

NURSERY ATTENDANT BASIC RESPONSIBILITIES:

- You must make arrangements with a volunteer if you are unable to work on a scheduled day. The Nursery attendants must arrange to have their Sunday covered if they are unable to work, calling the Pastor only in an emergency when another attendant cannot be present.
- Other work opportunities to serve in the nursery during special church services may be needed however volunteer nursery opportunities are unpaid (examples: VBS, parades, Mission Trips, etc.).
- The nursery needs to be in order before you depart the area. Leave as little as possible on the floor to prepare the floors for their weekly cleaning.
- **If you arrive in the nursery and there are no children** requiring your care, please remain in the nursery until it is determined that you are not needed (**at least 1 hour 9:30-10:30 am**).
 - Please keep in mind that latecomers may arrive, or a disruptive child might be brought to the nursery after service has started. **You then must return to the Nursery to attend to the children as necessary.**
 - **Tasks to do when there are no children present in the Nursery:**
 - You must remain in the Nursery area for at least 1 hour to be paid & to be sure there is someone to greet any latecomers!
 - Be sure to record this time on your timesheet for payroll and indicate that there were no children present but that you stayed and completed some of the tasks listed below. Write them on your timecard for reference.
 - First, turn on the TV and be sure to listen in to worship services LIVE!
 - KEEP BUSY – there is always something to do or clean! Remember you are here to SERVE the Church & its people!
 - Wipe down ALL surfaces: TV remotes, technological devices, doorknobs, light switches, the sides & bottoms of doors...anything that can collect germs! TAKE YOUR TIME! 😊
 - Once a month, wipe down readily used craft supplies (glue sticks, pencils, markers, scissors, etc.) kept in the main nursery room.
 - Ask Mary Ellen Kimble if there is anything you can help her with to prepare for her next Sunday School lessons.
 - Once a month take inventory of infant supplies. There should always be at least 2 packs of wet wipes and a minimum of 5 diapers of each size (1-5).
 - Notify Ari in the Office of any infant supplies needed.
 - Straightening, organizing, & picking up the main nursery room.
 - Not sure where to start? Just pick a random cupboard and organize it. There is always something to organize!
 - Sanitize ALL toys used within the main nursery room. Lysol spray and bacterial wipes are in the main nursery lobby.

- Soak small toys that are chewed on, drooled on, sneezed on, etc. in hot soapy water. Lay them out to dry and be sure to put them away next Sunday!
- Using disinfecting wipes, wipe down the changing table and other infant toys.
- Place soiled rags, towels, crib sheets, and/or blankets in the custodial closet to be washed.

LINES OF ACCOUNTABILITY:

- The Nursery Attendant's immediate day-to-day supervisor is the Pastor.
 - Pastor Kevin may be reached at 616-227-5567.
- The Staff Pastor Parish Relations Committee (SPRC) is ultimately responsible for the hiring of nursery attendants, performance evaluations, and continued service.
 - Kurt Burmeister is the current SPRC Chair, and he may be reached at 616-291-6524.
- Timecard and payroll concerns should be brought to the attention of the Office Administrator immediately.
 - Ari may be reached through the main Church cell phone at 616-887-8255.
 - *Incomplete timecards may result in delayed paychecks.*
- Please contact Ken Buitendyk, Trustee Chair, with any building concerns or maintenance issues at 616-970-9050.
- Please leave a note on the custodial closet door near the dining room or contact Lisa Long, SUMC Custodian, of any serious cleaning concerns at 616-218-7067.

Thank you for your service to our Church Nursery & its Children!