

# **JOB DESCRIPTION for CHILD CARE ATTENDANT FIRST UNITED METHODIST CHURCH OF PALO ALTO (FUMC)**

*To apply, email cover letter and resume to [info@firstpaloalto.com](mailto:info@firstpaloalto.com)*

## **Primary Functions and Duties**

The Child Care Attendant is responsible for the oversight of the nursery ministry so that infants, toddlers, young children (newborn through age 7) and families using the nursery experience a caring, loving, and safe environment. Under the overall supervision of the pastor and the Staff-Parish Relations Committee, the shared responsibilities of the Child Care Attendant include:

- Keep all children in sight at all times.
- Engage the children in play activities and provide a gentle, nurturing presence.
- Maintain a check-in system for families, especially monitoring the sign in/sign out sheet.
- Maintain good communication with parents regarding the rules and regulations of the nursery.
- Monitor supplies, and report shortages/needs to the supervisor.
- Monitor the cleanliness of the nursery and equipment, and report any irregularities to the supervisor.
- Maintain a good relationship with the other Child Care Attendant in order to work effectively as a team.

## **Qualifications**

- Knowledge of care required for infants, toddlers, and young children (newborn through age 7)
- Good organizational and communication skills
- First Aid certification and CPR certification and arrange as needed
- Ability to pass a Live Scan check including fingerprinting
- Ability to interact with a wide variety of individuals and remain calm during potentially stressful situations

## **Work Schedule**

This is a part-time position of approximately 2.5-3 hours per Sunday morning and at various other times when childcare is requested.

## **Policy Statements**

Personnel policies as established by the Staff Parish Relations Committee in the Personnel Manual will apply except as otherwise stated.