

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

To apply, email cover letter and resume to jobs@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.