

Job Description
First Presbyterian Church of Lewistown, Montana
Nursery Attendant

Job Title

Nursery Attendant, First Presbyterian Church of Lewistown.

Mission

The Nursery Attendant will be responsible for providing nursery care for infants through young children (typically birth-5) during Sunday morning activities at First Presbyterian Church.

The Nursery Attendant will work in a positive, constructive manner with the Pastor, Children's Ministry Elder and other volunteers of the church.

Skills/Education

The minimum qualifications for this position include:

1. Actively enrolled in high school or above.
2. 16 years old or older.
3. Ability to lift up to 50 pounds.

Accountability/Supervision

The Nursery Attendant is accountable to the Session and is supervised by and reports to the Pastor. The Nursery Attendant works closely with the Children's Ministry Elder to ensure that nursery care compliments and enhances the ministry of the church.

Schedule

The Nursery Attendant works Sunday mornings 10:00am to 12:00pm. A schedule of Nursery Attendants will be coordinated with Children's Ministry Elder. Sunday mornings hours during the summer months (June-August) may be reduced depending on the church schedule.

The Nursery Attendant, if available, may also be asked to assist with childcare for other church functions.

Pay

The Nursery Attendant is a part-time position and will be guaranteed \$40/Sunday.

Additional activities, or during the summer, the Nursery Attendant will be paid \$20/hour with a guarantee of being paid for two hours.

Duties/Responsibilities

Among other things, the Nursery Attendant of First Presbyterian Church of Lewistown shall:

1. Establish and maintain a safe environment for children that is clean, safe, and stimulating for the children's developmental level.
2. Age-appropriate care which might include bottle feeding, changing diapers, putting children down for naps, holding, sitting with, and cheerfully interacting with children through games, stories, and play.
3. Manage a nursery setting through positive redirection, problem solving, setting appropriate limits and active listening.
4. Relate well to the children and their parents.
5. Treat each child and parent with dignity and respect.
6. Communicate questions and concerns to the parents.
7. Follow suggested Montana State Licensing Codes regarding the care of young children.
8. Straighten room, clean, sanitize and put away any toys each week.
9. Communicate, in advance, by phone to the Children's Ministry Elder and Pastor of any unexpected absences.

Required

Applicants will be required to abide by First Presbyterian Church's Child Protection Policy, including passing a background check. If possible, candidates should obtain a First Aid/CPR certificate and/or take a babysitting class.

Application

Please contact Rev. Kimmy Briggs regarding interest in this position. Please be prepared to provide references, other than family members.