**Bothell United Methodist Church**

**Nursery Childcare Assistant Job Description**

**Position Purpose:**  To provide safe care in our church’s Nursery for toddlers through age four of families who participate in Sunday morning worship and the various ministries/activities offered by the church throughout the week. To engage with children in worshipful experiences and faith practices through play, stories, song, and prayer during worship times.

**Reports to:** Nursery Lead

**Hours:** Sunday mornings 8:30am-12pm and other opportunities as they arise

**Salary:** $21/hour

**Qualifications and Requirements:**

* A desire and willingness to care for and engage in play and faith practices with young children and families
* High school diploma or GED
* A National Background Check (church can conduct the check)
* The ability to sit on the floor, stand, walk, and run with ease
* The ability to lift 40 lbs.
* Certification in infant/child CPR and First Aid
* Availability every Sunday morning and flexibility to be available at occasional church events throughout the year
* Ability to use loving, positive, and constructive methods for correcting inappropriate behaviors
* The successful candidate will: a) demonstrate an easy-going and positive attitude in working with toddlers and children, b) be a good communicator with both children and adults, c) demonstrate good decision making skills in caring for infants and children and d) demonstrate God’s love and grace for all

**Principal Responsibilities:**

1. **Prepare nursery spaces ahead of church services and events, arriving 15 minutes before either.**
2. **Greeting Families:**

* Create a welcoming environment for families and children
* Greet families as they arrive and ensure they are checked-in
* Familiarize new families with safety requirements, physical nursery set up, procedures for check-in and check-out, and the pager system
* Be prepared to answer any questions or know who to ask
* Make note of any special needs (including allergies) as listed on a child’s registration information, and make sure all caregivers are aware of these needs

1. **Faith Formation During Worship Time**

* Gather children that would like to engage and tell age appropriate Bible stories and engage musically through songs, dance, and instruments as appropriate
* Provide opportunities for prayer during time together
* Overall, demonstrate God’s love “real” for all

1. **Caring for Children:**

* Perform diaper changing ensuring toddlers and children are dry and clean at all times
* Make note of any diaper changes or feedings and report these to the parent/guardian at pick up
* Alert the Nursery Lead of any issue needing additional attention or when to alert parent/guardian as necessary

1. **Conduct Check-out:**

* Brief parents/guardians on experience with their children
* Notate experiences on Bothell UMC form
* Ensure infants and children are checked out and returned to only the designated individuals

1. **Clean up after all children have been picked up:**

* Clean and sanitize toys, chairs, tables, and any equipment used
* Restore room to original condition
* Perform light dusting, vacuuming, and laundry to maintain room cleanliness

1. **Miscellaneous**

* Record regularly record hours worked
* In the event of an unplanned absence, notify the Director of Children’s Ministries as soon as possible
* If any questions about the nursery care program arise, contact the Director of Children’s Ministries, preferably by email
* Follow the documented nursery worker instructions
* Send a postcard to the family of any child here for the first time
* NOTE: Except to contact staff or parents/guardians or in emergencies, the use of cell phones and other electronic devices while caring for infants and children as well as when meeting with parents/guardians is prohibited

**Care during weekday/evening events**

* Follow same guidelines outlined under Sunday morning childcare

**Please send resumes and inquires to:** [applybothellumc@gmail.com](mailto:applybothellumc@gmail.com)