

Trinity Church United Methodist

Job Description

Position: **Nursery Helper**

Schedule: Required for offering childcare in church nursery - during worship services and additional church activities. Arrive 30 minutes before services and after the last children is picked up. Attend meetings relevant to ministry programming as needed. Preparation hours are flexible.

Part-time position: Hours may vary per week/month.

Supervisor: Nursery Coordinator / Lead Pastor / in absentia - Children's Ministry Coord.

The following are responsibilities of ministry staff:

1. Familiarity with TCUM's overall goals:
 - a) Provide childcare that creates a welcoming and safe place for families to grow into greater discipleship.
 - b) Encourage further connection with Trinity Church by connecting families with programming ministries, and welcoming additional friends they may bring.
 - c) Team Player: Serve as a team player with other ministry staff to support our church community.
2. Development: Continue learning that will support offering quality childcare in our church setting. Attend annual Safe Sanctuary trainings.

B. Specific Position Responsibilities

1. Assist in Meeting the Needs of Families with Young Children

- a) Welcome all families who bring young children to the nursery.
 - i. Provide nurturing, age-appropriate childcare.
 - ii. Provide welcome and receive appropriate check-in information to communicate with each family while the nursery has responsibility for their child.
 - iii. For families seeking care beyond what can be offered in our nursery, direct families to other Trinity ministries, with help of other staff and volunteers

- iv. Offer attentive care to all infants and children placed in the care of our ministry.
- v. Be attentive to the hopes, needs and concerns of families.
- vi. Bring any safety or health concerns to the attention of the pastor immediately, documenting any accidents or injury.

2. Care for Nursery Administrative Matters

- a) Assist with maintaining nursery equipment, toys, furniture, etc. in the nursery to ensure safety and cleanliness.
- b) Assist with maintaining records of children who use the nursery during Sunday Services - as well as Wednesday night.

Skill Set

- 1. Love children.
- 2. Have ability to multi-task/watch multiple children at once; WI childcare certification, First Aid and CPR training preferred.

ADA: Must be able to bend, stoop, lift and carry up to 25# as needed for child care.