

MADRONA GRACE PRESBYTERIAN CHURCH

JOB DESCRIPTION

Position Title: Nursery Attendant Pay: \$15.00 hour

Job Location: 832 32nd Avenue, Seattle WA 98146

Contact Person: Cynthia Dampier, Children Ministry Coordinator
Cell (206) 681-0703 / Fax (206) 770-7227

Responsibilities:

1. General: Provide child care and spiritual formation education in the nursery, especially as it accommodates through age five/kindergarten. Chair of Christian Education shall provide oversight for this position.
2. Manage and maintain the peaceful play and learning space of the Madrona Presbyterian Church's nursery (ages 0-5 years old).
3. Dynamically facilitate the 90 minute spiritual formation rhythm by following provided lesson plans.
4. Follow basic sanitary protocol to ensure a level of health and wellness in nursery (wipe down all surface areas prior to children arriving, have children wash hands when entering the nursery and before snack, assist children with using the bathroom, etc.).
5. Establish a positive relationship with children's parents; have parents sign their children in/out of nursery, warmly engage them about the learning of their child.
6. Communicate with church Children Ministry Coordinator about needed supplies and snacks.
7. Once per month clean and sanitize all toys and items in the nursery.
8. The time for this position is set for every Sunday 10:15am until 12:15pm or until all children have been picked up by their parent and the nursery is cleaned up.

Evaluation: Performance reviews will be conducted annually by the Personnel Committee and the Pastor based on overall responsibilities outlined in the position description.