

Green Acres Presbyterian Church Church Nursery Attendant

Purpose: This position is that of a Church Nursery Attendant. They are to provide a safe, nurturing, and welcoming environment for infants and young children during church services. This position is responsible for supervising children, engaging them in age-appropriate activities, and ensuring their well-being while supporting the church's mission and values.

Accountability: The Church Nursery Attendant reports to the chair of Faith Formation if they will be late or absent on a particular Sunday

Hours: From 10:00am-12:00pm every Sunday.

Salary: \$40 per Sunday/Service

Responsibilities:

- Provide attentive care and supervision for infants and young children in the nursery.
- Welcome parents, caregivers, and children with a warm, friendly attitude to help create a positive experience for families.
- Make sure each child is properly checked in using the church's online check-in system before entering the nursery.
- Follow nursery safety and security procedures, ensuring children are released only to a parent, guardian, or another adult approved by the parent.
- Change diapers and assist with basic toileting needs while following proper hygiene and safety practices.
- Engage children in age-appropriate play, activities, and interactions that help them feel comfortable and cared for.
- Monitor children's well-being and respond appropriately to their needs.
- Help maintain a safe, clean, and organized nursery environment throughout each shift.
- Clean and sanitize toys, equipment, cribs, and nursery surfaces as needed.
- At the end of each shift, tidy the nursery, take out the trash, and prepare the room for the next service or event.
- Remove used crib sheets and help keep bedding and nursery supplies clean and ready for use.
- Communicate with parents and church staff regarding any concerns, incidents, or special needs.

- Report any accidents, injuries, safety concerns, or maintenance issues to the appropriate church staff member.
 - Complete and submit a monthly timesheet to the Church Treasurer
-
-

Qualifications:

- Ability to create a warm, welcoming, and child-focused environment.
 - Strong communication and interpersonal skills.
 - Dependable, patient, and compassionate demeanor.
 - Ability to pass any required background checks and comply with church policies and procedures.
 - Current CPR and First Aid certification preferred.
 - Help create a welcoming and comfortable environment for children and families by maintaining a neat, clean appearance while on duty. Staff who smoke are asked to wear clean, smoke-free clothing when serving in the nursery.
-

Physical Requirements:

- Ability to lift and carry children as needed.
- Ability to sit, stand, bend, and move throughout the nursery area.
- Ability to respond quickly in emergency situations.

Please send resumes to: jaime.ambrose@greenacrespc.org

For additional information, please contact:

Jaime Ambrose, Director of Faith Formation and Outreach
3135 Hanley Avenue
Portsmouth, VA 23703
(757)484-5125