

Grace Church in the Mountains  
Nursery Attendant ~ Job Description

Love working with children? Need a part-time job in a vibrant and fun church community? Join us as our nursery worker at Grace Church. We are looking for someone to help us provide a dependable, safe, and nurturing environment for our children ages 0 – 5 on Sunday mornings.

Purpose: We expect our Nursery Attendant to be a consistent presence in the lives of the children in our care. We ask that the attendant be present every Sunday from 9:15 am – Noon. It is vital that s/he offers hospitality and welcome to our little ones and parents.

We ask that you prepare the room for any activities or crafts that day, greet parents warmly, and actively engage our children. This means holding infants, getting on the floor with toddlers, etc.

Responsibilities:

- o Provide age-appropriate care which includes: feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding, or sitting with and cheerfully interacting with children through games, stories, play and prayer.
  
- o Child care hours include every Sunday 9:15 am to 12:00 pm. You are expected to work all Sundays even if it falls on a holiday. You will have the option to work other church events beyond Sundays as requested by the Rector (minister).
  
- o Stay until the children are secured with a responsible adult.
  
- o Straighten the room and clean any toys/beds before leaving. Place used crib sheets in office for washing if crib is used. All toys that have had contact with saliva will require special attention. A sanitizing solution will be available to use in the nursery.
  
- o Attend an evaluation after a 90-day probationary period and thereafter annually.
  
- o Report to the rector any issues which are hindering the carry out of the duties or responsibilities.
  
- o Communicate in advance, by phone or email to the program director: 1) any planned absences with an advance two-week notice, or 2) any unplanned absences at least two hours prior to the shift. For planned absences, work with rector to identify possible substitutes and secure substitute.

Qualifications:

- o At least 18 years of age
- o Satisfactory completion of background check and drug screening
- o Satisfactory completion of Safeguarding God's Children (paid)
- o Compliance with Grace Church's Guidelines for Appropriate Affection
- o Three references.
- o Can make at least a one-year commitment.

Pay starts a \$17/ hour and may increase based on experience.

To apply: Send a cover letter and resume with relevant work experience to [programs@gracewaynesville.com](mailto:programs@gracewaynesville.com)

*Questions may be directed to Madison Owen, Program Director:*

*[programs@gracewaynesville.com](mailto:programs@gracewaynesville.com). Grace Church is located at 394 N. Haywood St. Waynesville, NC 28786, in downtown Waynesville. We will offer two hours of pay for the required Safe Church online training.*