

Position Description

JOB TITLE: Nursery Attendant

FINAL July 2025

SUPERVISOR: Director of Children & Family Ministry

CLASSIFICATION: Non-Exempt

Position Summary

The purpose of the position of Head Nursery Attendant is to provide care for and engage in learning and play with children ages 0-8 and their families at Immanuel Lutheran Church. Must be 18 years or older and pass a background check.

Hours per week: 5 hours

- Sundays 8:30-11:30am (year-round)
- Wednesdays 6:00-8:00pm (September-May)

Position Responsibilities

Primary Responsibilities

- Report to Director of Children, Youth, and Family Ministry; keep in communication about supplies, maintenance, needs, ideas, and time away.

Sunday Mornings:

- Greet caregivers and communicate about child(ren)'s needs, collect contact information and sing children in/out of the nursery.
- Take care of children in the nursery, following policies for safety and proper care.
- Change diapers/clothing as necessary, check diapers near the end of worship.
- Feed babies when needed or as requested by parents, give snacks to toddlers.
- Keep a clean area- check for cleanliness when you arrive, wipe down/wash toys and surfaces before leaving, put things back in their place, change sheets at needed.
- When possible, bring toddlers to music time during Sunday School/VBS.

Wednesday Nights:

- Provide care for children during Wednesday Café as needed.
- Facilitate activities after children's choir rehearsal (crafts, games, movie, outside play, etc.)

Requirements

- Experience or degree in Child education/work
- A heart for children and a personal and active relationship with Jesus Christ
- Provide care for many children at a time. This includes the ability to lift and carry children.
- Ability to execute/plan activities for children ages 2-8.