

## **Prince of Peace Lutheran Church is seeking a permanent nursery attendant.**

### Position Description:

The Nursery Attendant is responsible for the care of infants and pre-school children during the Sunday morning worship and other services/meetings as outlined below. She/He will also be the lead teacher for the "3 & Under" Sunday School class, which takes place during the learning hour. The attendant will be the primary contact with the parents and will communicate through actions and words the Children's Ministry purpose of providing a safe learning environment so that children might be nurtured into being followers of Jesus Christ.

### Responsibilities:

Work as part of a team of employees and volunteers.

Teach the "3 & Under" Sunday School class using curriculum provided

Begin preparing the nurseries thirty minutes prior to Sunday morning services. Be ready to receive children by fifteen (15) minutes prior to the start of the service or class.

Receive children from parents using the security policies.

Love and care for all children in the nursery.

Change all diapers, clean all spills, and maintain the area with a high level of sanitation and appeal to the eye.

Care Givers in the nursery area will be responsible for creating an enjoyable, caring and nurturing environment.

Engage the children in creative play, songs, stories, and otherwise provide a happy, wholesome experience.

Monitor condition of nursery equipment and supplies and alert the Christian Education Committee or Youth Coordinator if items need to be replaced.

Following the service /meeting clean up the room, disposing of all trash, diapers, etc. and sanitize toys and materials used by children. Return all teaching materials and toys to their proper bins and location.

Comply and execute the North/West Lower Michigan Synod Sexual Misconduct Policy (found at [http://www.mittensynod.org/resources/pdfs/Misconduct\\_Policy\\_March2010.pdf](http://www.mittensynod.org/resources/pdfs/Misconduct_Policy_March2010.pdf)) and attend the required annual training, with pay.

### Work Hours & Schedule:

Expected hours for Sundays with no learning hour	10 AM - 12 PM
Expected hours for Sundays with learning hour	9 AM - 12 PM
Expected hours for Advent and Lenten Services	6:50 PM - 7:50 PM

Additional hours during additional services and meetings as applicable. Reasonable absences are expected. Notice must be given to the Youth Coordinator (Senior Pastor in her absence) seven days in advance, unless in cases of illness or family emergency.

### Qualifications and Experience

At least eighteen years of age.

Childcare experience necessary.

Candidate must have reliable transportation.

Demonstrate excellent interpersonal skills, especially dealing with parents and children in a professional manner

Understanding of basic first aid, including child/infant CPR training (or must be willing to become certified)

Satisfactory completion of a nationwide criminal background check and reference check.

Teaching experience preferred, but not mandatory  
High school diploma necessary, but some college preferred.  
Willing to sing and do crafts with children  
Dependability  
Appropriate dress is expected  
A personal faith in Jesus Christ as Savior and Lord and a willingness to share this faith with children.

Relationships:

The Nursery Attendant reports to and is supervised by the Youth Coordinator; works directly with the Youth Coordinator, Pastor, and other program staff and volunteers; and in a cooperative relationship with facility, program and administrative staff, church leadership, and members.

Compensation & Benefits:

The Nursery Attendant will be paid \$20 per hour. This position as a part-time support staff position does not qualify for any benefits, sick days, vacation days, or holidays.

Please send resumes to: [personnel@popportage.org](mailto:personnel@popportage.org)  
Applications must be received by October 24, 2013.

Prince of Peace Lutheran Church  
1747 West Milham Ave.  
Portage, MI 49024  
[www.popportage.org](http://www.popportage.org)