

NEW BEGINNINGS UNITED METHODIST CHURCH

Job Description: Children's Ministry Nursery Assistant

Principle Focus

The Children's Ministry Nursery Assistant is selected by the Staff Parish Relations Committee (SPRC) for an unspecified period of service. The position will provide care and Christian Education for children in NBUMC's Children's Ministry.

This is a part-time, exempt, 8 hours a week but not limited to Wednesday nights, Sunday mornings (8am – 12:30pm), Sunday Evenings and other various types based on programming needs. The Children's Ministry Nursery Assistant report to the Children's Ministry Director and Senior Pastor.

Duties and Responsibilities

- Provide a welcoming presence to kids and families into a safe, friendly and fun atmosphere and to Provide appropriate care for all children
- Follow and uphold the policies and protocols of Safe Sanctuary as well as any specialized protocols deemed necessary by the Director of Children's Ministry
- Arrive 15 minutes in advance of scheduled shift in provided attire
- Conduct yourself in a professional manner at all times
- Follow cleaning protocol for classrooms and contents
- Assist Children's Ministry Director in identifying and removing anything that may pose a hazard
- Other duties as assigned

Skills, Education and Requirements

- An understanding of Christian living and how to translate this understanding to children
- Maintain communication with the Children's Ministry Director and /or Senior Pastor
- Become and maintain CPR/First Aid certification and Safe Sanctuary certification
- Highly developed human relations/communication skills
- Have a vital personal relationship with Jesus Christ, living and modeling a Godly lifestyle inside and outside the church
- Ability to carry out age appropriate activities and all essential functions of the position such as diapering, feeding ,assisting in restrooms, lifting up to 40 pounds, and sitting, standing or squatting for extended periods of time
- Dependability and punctuality
- Candidates must submit to a background check and provide 3 references from related employment or experience
- Applicants must possess all capabilities necessary to complete responsibilities detailed above