



JOB ANNOUNCEMENT

POSITION: CHURCH NURSERY ASSISTANT

SYLVANIA FIRST UNITED METHODIST CHURCH, SYLVANIA, GEORGIA

DESCRIPTION: A Part Time position of providing care in a loving environment for infants and small children during Sunday morning worship. Other opportunities will be available for events and ministries of the church.

Interested parties should submit a resume that includes contact information, education background, work experiences, and any other information that may be appropriate to the position. Please include at least two references, professional and personal, with appropriate contact information. Applications can be mailed to the church at PO Box 258, Sylvania, GA 30467 or emailed to admin@sylvaniasfirst.com. If further information is required, you may call the church office at 912-564-2747.

The deadline for applying is March 24, 2023.



Sylvania First United Methodist Church

Job title:	Church Nursery Assistant
Reporting to:	Director of Student Ministries
Salary:	Negotiable
Hours:	Approximately 2.5 hours per week
Travel:	None required
Location:	201 N. Main Street, Sylvania, GA 30467
Date:	March 1, 2023

Purpose of the position

To provide dependable, safe, and nurturing care to the children while at our Church, age 0-3 years in a clean environment.

General Qualifications

- Be of good moral and Christian character, serving out of a solid faith in Jesus Christ
 - Be in agreement with Sylvania First UMC's stated mission and goals.
 - Have a polite, friendly, and courteous demeanor to all children, parents and volunteers.
 - Ability to assist and work well with others
 - Must have a valid driver's license.
 - Abide by the Safe Sanctuaries Policy of Sylvania First UMC at all times.
 - Pass a background check in compliance with Sylvania First UMC Safe Sanctuary Policy.
 - Keep confidences as a sacred trust.
 - Dependability is essential; tardiness and excessive unscheduled absences may result in termination of employment.
-

Education & Experience

Education/Experience:

- Minimum high school diploma or equivalent, or working towards such.
 - Experience in caring for children between the ages of 0 to 3 with the ability to adapt and interact with a variety of personalities.
-

Key responsibilities & duties

- Responsible for providing 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 interacting with children through games, stories, play or prayer.
 - Child care hours include every Sunday 9:45AM to 12:15PM, or until the children are secured with a responsible adult named on the child's registration form. You are expected to work all Sundays even if it falls on a holiday. You will have the option to work other church events. If you choose to work extra at these other events, the hour(s) of the nursery will be specified.
 - Straighten the room and clean any toys/beds before leaving. Used bed sheets will need to be placed in the dirty linen container and replaced with clean sheets. Church staff or the volunteer will be responsible for laundering the sheets. All toys that have had contact with body fluids should be sanitized.
 - Communicate in advance, by phone of any planned absences with a two week notice or any unplanned absences at least two hours prior to the shift.
 - Attend an evaluation after a 90 day probationary period and then again annually.
 - Comply with all church policies and procedures.
-

Disclaimer

This job description is not an exhaustive list of all functions that the employee may be required to perform, and the employee may be required to perform additional functions. Sylvania First United Methodist church reserves the right to revise the job description at any time. Employment with the church is at-will. The employee must be able to perform the essential functions of the position satisfactorily and, if requested, reasonable accommodations may be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship.

Signature

I have read this job description (or had it read to me) and I fully understand all my job duties and responsibilities. I am able to perform the duties and responsibilities as outlined, with or without reasonable accommodation. I understand that my job duties and responsibilities may change with or without notice on a temporary or regular basis according to the request of my supervisor and if so, I will be required to perform such additional duties and responsibilities. If I have any questions about job duties not specified in this description that I am asked to perform, I should discuss them with my supervisor or a member of the Staff Parish Relations Committee.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____