



FEDERATED CHURCH COLUMBUS, NEBRASKA

POSITION: Nursery Attendant

PRIMARY RESPONSIBILITIES: Plan for and provide consistent Sunday morning care at the church in a Christian atmosphere.

IMMEDIATE SUPERVISOR: Associate Pastor for Children, Youth & Families

RESPONSIBILITIES:

1. Be a consistent caregiver on Sunday mornings prior to and during the Sunday church service and Sunday School hour. Plan activities that create an early awareness of Christian faith and keep the room organized, supplied, and regularly clean toys and supplies.
 - (a.) In the event that the Nursery Attendant is unable to be present on a Sunday morning, (s)he will be responsible for finding and planning for a substitute, and if reasonably possible will, prior to the absence, notify the pastor the date and name of the substitute who will be carrying out the duties.
2. Recruit volunteers, help with their training, and coordinate schedules so that sufficient help is available when the room is open.
3. Attend staff meetings and Christian Education Committee meetings as needed. Participate in continuing education opportunities, and coordinate activities with staff.

QUALIFICATIONS/PREFERRED ATTRIBUTES:

The person filling this position should have a strong Christian faith and a commitment and desire to work with infants and young children. This person should relate well with young children and their parents. Good organizational and communication skills are essential. Experience working with young children would be preferred.

BENEFITS, TERMINATION, EVALUATION, ETC.:

These would be in accordance to "The Policies and Practices Manual" (effective August 2001). All candidates will be subject to criminal, sex offender, and Central Registry background checks, and adherence to church child safety policy is required. This will be a part time position anticipated to be not more than 4 hours /week. More than four Sundays per year of vacation/personal time require approval by Personnel Committee. Compensation will be based on a work log.

TO APPLY OR FOR MORE INFORMATION: Contact pastor Edward Yang

- Email: edward@federatedcolumbus.org
- Phone: 402-564-2812
- Mail: PO Box 564, Columbus, NE 68602