



## Church OF THE Epiphany

**Position:** Church Nursery Attendant

**Supervisor:** Rector

**Scheduled Hours:** 2-3 hours per week

### **Position Description:**

**Purpose:** To provide dependable, safe, secure, and nurturing care to children ages infant to 5 years for those attending our 10am church service. Hours are typically 9:30 am to 12:30 pm. The Nursery Attendant will be the most identifiable face of our nursery program. It is vitally important that someone in this position convey a sense of hospitality to our little ones and parents and provide a consistent presence.

### **Essential Duties:**

- Abide by all Safeguarding God's Children policies of the Diocese of Arizona and this parish.
- Arrive on time to the nursery. Stays until all children are secured with a responsible adult named on the child's registration form.
- Complete Nursery Registration forms and communicates special needs to volunteers.
- Provide age-appropriate care which may include: feeding, changing diapers, escorting to the restroom, holding, or sitting with and cheerfully interacting with children through games, stories, play, art activities and prayer while maintaining a safe environment.
- Be polite, friendly, and courteous to all children, parents, and volunteers.
- Keep nursery clean, sanitize toys (as needed), help keep art/craft supplies organized and tidy.
- Straighten & tidy the nursery before leaving.
- Dependability and a warm and welcoming presence is essential.
- In the event of an emergency notify the parent/guardian via a cell phone text or call.
- Report to the rector or the rector's representative any issues which are hindering the performance of the duties or responsibilities.
- Communicate in advance, by phone to the nursery coordinator: 1) any planned absences with an advance two week notice, or 2) any unplanned absences at least two hours prior to the shift.

### **Minimum Requirements:**

- Minimum 21 (18?) years of age
- Can make at least a 9 month commitment
- Online completion of a paid SafeGuarding God's Children training

- AZ Diocese background check
- Candidate demonstrates they love working with children and have experience in caring for children between the ages of 0 to 4 with the ability to adapt and interact with a variety of personalities.
- Flexibility as needs change week to week

The compensation for each Sunday is \$40 minimum, and \$20 per hour for any special church events.

To Apply: Send cover letter and resume with relevant work experiences to

**The ideal candidate will:**

- Love Jesus Christ and seek to serve Him in and through this position with fullness of heart, mind, soul and strength.
- Work well with a team and enjoy the ongoing process of learning, challenge, and growth that the job requires.
- Display a genuine love and natural affinity for connecting with children and parishioners.
- Value hard work, accountability, and follow-through.

**Pay, Hours, and Benefits**

The Nursery Attendant is expected to work 2-3 hours a week. Starting pay is \$19.00 per hour.

Candidates interested in this position should send a cover letter, résumé, and references to [nursery@epiphanytempe.org](mailto:nursery@epiphanytempe.org) as soon as possible.