

**Desert Skies United Methodist Church (DSUMC)**

*...a growing, vibrant, and missional congregation*

**3255 N. Houghton Road**

**Tucson, AZ 85749**

520.749.0521

**Job Description**

**NURSERY ATTENDANT FOR VAIL CAMPUS**

Part Time Hourly Position

**POSITION HIGHLIGHTS:**

Desert Skies United Methodist Church is very active in ministry in both Tucson and Vail communities and strives to include members of all ages. To facilitate onsite worship for families with small children, Desert Skies provides a nursery care for infants and toddlers during service, to allow their parents to fully participate in worship. The Nursery Attendant for the Vail Campus will provide nursery care for children ages newborn to starting kindergarten. Nursery care is provided on Sunday mornings from approximately 8:30 to 11:30 and during other special events as needed. Job duties will be performed at the Desert Skies' Vail campus at Mountain High School. Staff Parish Relations Committee has oversight of this position, and the supervisor will be the Vail Campus Pastor.

**CORE RESPONSIBILITIES:**

- Ensure the safety and well-being of children during nursery service, including following the Safe Sanctuary Policy for Desert Skies United Methodist Church
- Oversee set up and take down of Sunday School and Nursery areas and supplies before and after worship service.
- Greet parents and assist in signing all children in and out
- Change, feed and play with babies and toddlers and interact with all assigned children with undistracted, full attention
- Assist with Sunday School activities during work shift when babies and toddlers are not present for Nursery. Attending to nursery children is top priority.
- In the event of an emergency, immediately call 911, provide basic first aid as necessary and promptly notify parents and onsite Desert Skies staff
- Maintain accident/incident log and share with Supervisor at end of shift.
- Ensure nursery/elementary areas remain clean and neat and organize storage of supplies
- Deliver educational curriculum or materials provided by Supervisor to children
- Collaborate with Children's Ministry volunteers in planning and providing children's activities
- Complete 6 hours of on-line training for childcare providers per year as agreed upon with Supervisor
- Arrive at beginning of shift with fully charged phone or make prior arrangements with Supervisor to have a phone present

- Verify work schedule monthly and notify Supervisor when a substitute is needed no later than fourteen days prior to shift. Notify Supervisor as soon as possible, but not later than 3 hours prior to shift, if an emergency circumstance arises.
- Supervise any assigned volunteers.
- Maintain consistent effective communication about position with Supervisor and report hours to church Treasurer in a timely manner (includes timely communications regarding any issues, needs, suggestions for improvement).

#### **MINIMUM QUALIFICATIONS:**

- Must be 18 years of age or older, or at least 17 years old and in training as a childcare provider in high school
- Must have high school diploma, GED or be currently enrolled in high school
- Must have one year experience caring for babies and small children
- Must have current certification in First Aid and CPR for infants and children or obtain within 60 days of employment.
- —Must complete an application and pass a background and reference check through the church's provider.
- Must obtain a Fingerprint Clearance Card, issued by Arizona Department of Public Safety
- Must be current with all immunizations including TDAP, annual flu and Covid19 vaccines
- Must provide three references or letters of recommendation with contact information
- Must complete Safe Sanctuary training.

#### **PERSONAL CHARACTERISTICS:**

- Understanding and patience with children
- Ability to remain calm and react appropriately in event of emergencies
- Effective team member and collaborator
- Reliable and conscientious

#### **STAFF WORK SCHEDULE:**

- Sunday – 8:30 am – 11:30 Worship Service
- Special Events as needed

#### **POSITION HOURS and SALARY:**

Position requiring approximately 3 hours per week (not including special occasions)

Salary: \$13/hour

**Nursery Attendant for Vail Campus reports to the Vail Pastor**

**Last Updated: 07/30/2022**