



Ministry Description: Buffalo UMC Nursery Attendant

BUMC Nursery Attendant(s) provide a safe, loving, & Christian place for children to play and learn while families attend worship, attend meetings and/or events as sponsored by BUMC. BUMC Nursery Attendants are often a first point of contact for members and visitors.

Qualifications:

- ◆ Loves/Enjoys children and is committed to providing for their care
- ◆ Good communication and hospitality skills
- ◆ Physically able to lift and play with children
- ◆ Reliable, responsible, and consistent presence
- ◆ Flexibility in adjusting to COVID guidelines (and/or other infectious diseases) to keep children safe and healthy while in our care
- ◆ Comfortable being in Christian environment
- ◆ Successful completion of background check (handled and paid for by BUMC)
- ◆ Preferred:
 - High school age or older
 - Basic knowledge of 1st aid
 - Babysitter training course or higher level of education

Responsibilities:

- ◆ Provide childcare for children (infants – 5 years of age approximately)
- ◆ Provide warm hospitality to children and families utilizing the nursery
- ◆ Follow child safety policies
 - Assist parents with appropriate sign-in and sign-out procedures
 - Review of allergies
 - Ask about diapering and bathroom needs
- ◆ Work cooperatively and positively with parent(s)/families and other volunteers in the nursery (and/or church while present)
- ◆ Actively play and positively interact with children in the nursery
 - Consider reading short Bible stories or other stories
 - Consider quarterly/seasonal projects or activities
- ◆ Redirect children behaving inappropriately through kind and caring ways
- ◆ Communicate behavioral or discipline issues with parents & Children's Ministry Coordinator

- ◆ Monitor nursery safety including:
 - condition of play equipment
 - reporting safety and equipment needs promptly to the Children's Ministry Coordinator
- ◆ Sing clean-up song while teaching and encouraging children to put away toys/activities
- ◆ Close up nursery
 - Organize the nursery toys and equipment following childcare
 - Spray/sanitize large equipment/toys
 - Wipe table & chairs
 - Vacuum (as needed)
- ◆ Update Children's & Family Ministry Coordinator regularly w/ concerns, celebrations, or challenges regarding children and families
- ◆ Provide 2-week notice if unavailable for scheduled shift
- ◆ If ill, NOTIFY Children's & Family Ministry Coordinator **by 7am on Sunday morning by cell.** Emergency absences will be handled on a case-by-case basis
- ◆ Complete weekly timecard & place in Administrative Asst. mailbox

Hours/Benefits/Compensation

- ◆ Sunday mornings from 8:45 am – 10:15 am
- ◆ Additional events as pre-arranged by Children's & Family Ministry Coordinator
- ◆ \$20/Sunday for 1.5hrs, paid bi-monthly by direct deposit or check

Children's & Family Ministry Coordinator Information

- ◆ Andrea Gravley
- ◆ Email: Andrea@buffaloumc.com
- ◆ Office phone: 763-682-3538
- ◆ Cell phone: 507-398-9252