

Nursery Room Attendant Job Description

Unitarian Universalist Fellowship of Pottstown (UUFP) is a progressive and welcoming church located in North Coventry, PA. UUFP is looking for a dependable person to be an attendant in our Nursery from 10am-noon each Sunday, as well as a few special services held throughout the year.

Responsibilities:

- Provide age-appropriate care to children ages 0-5 during the Sunday morning worship service, which may include: feeding (snack, bottle), changing diapers, escorting to the bathroom, maintaining a safe environment (including for children with food allergies), holding, or sitting with and cheerfully interacting with children through games, stories, and songs.
- Setup and cleanup of the Nursery each Sunday, including sanitizing toys that were used
- Greet parents in a friendly manner and gather information regarding care of their child(ren) (e.g. known allergies, diaper changes, toilet training, when to call if crying, etc.)
- Provide a safe, welcoming and supportive environment
- Establish and maintain good communication with Church staff and parents
- Complete diaper changes and bathroom assistance per established protocols (e.g. sanitize changing table before and after each use. Promote good hand washing and sanitation habits.)
- Ensure that children are released only to their parent or guardian. Stay until all children have been picked up

Qualifications:

- At least 18 years of age
- Experience successfully caring for multiple children of multiple ages at the same time, with the ability to adapt and interact with a variety of personalities.
- Must have reliable transportation.
- Must provide Religious Education Team with at least three references.
- Clearances/Trainings/Certifications
 - a. PA Criminal Background Check (required)
 - b. PA Child Abuse Check (required)
 - c. Covid-19 Vaccination (required)
 - d. Pediatric CPR & First Aid Certification (Preferred)

Accountability:

- There will be a 90-day probationary period where either party may terminate employment without cause. Beyond this two weeks' notice is expected.
- Dependability is essential. Tardiness and excessive absences cannot be tolerated and will result in termination of employment. Immediate termination will occur in cases of intentional verbal, physical, or emotional abuse or neglect of any child, parent, or church member. Termination may occur for failure to carry out job duties as described above.
- Reports to the President of the Board of Directors

Compensation: \$20/hour