

# Job Description

## Nursery Attendant



This position is 1-3 hours a week on a bi-monthly schedule.

### **Purpose:**

To provide developmentally appropriate, nurturing, and engaging Christian nursery care for children (infant to 3 years of age) while their parents attend Sunday morning worship.

### **Qualifications:**

The nursery attendant must be 18 years old and have at least two years of experience working with children. He/she must relate well to children and have knowledge of child development. Nursery attendant must be a Christian and be active in his/her faith.

### **Responsibilities:**

- Coordinate nursery activities during regularly scheduled Sunday worship
- Leave nursery room ready to use again after all children have been picked up following the worship service
- Perform other related nursery duties as requested by children's ministry director
- Reports to the children's ministry director

### **Job Requirements:**

- Lift up to 35 lbs.
- Manage multiple children and age groups at one time
- Maintain hygiene and safety of children's belongings
- Be conscious of security in the area and identify who is authorized to interact with and pick up the children
- CPR, Safe Sanctuary Training and BCI background check completion are required before starting work
- All staff at Community UMC will follow the employee manual
- An annual performance review will be conducted with the children's ministry director and a representative of the Staff-Parish Relations Committee

### **Hours:**

Sunday morning; 1-3 per week on a bi-monthly schedule



# Application for Nursery Attendant

Community United Methodist Church  
www.circlevillecommunitychurch.com/  
Office@circlevillecumc.org

This position is 1-3 hours a week on a bi-monthly schedule.

## Personal Information

Full Name:	<input type="text"/>	Date of Birth:	<input type="text"/>
Address:	<input type="text"/>		
City	<input type="text"/>	State:	<input type="text"/>
		Zipcode:	<input type="text"/>
Email:	<input type="text"/>	Phone:	<input type="text"/>

## Educational Background

Degree	Institution	Year of Completion
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Professional background

Company Name	Job Title	Work Duration
<input type="text"/>	<input type="text"/>	<input type="text"/>

Responsibilities

Company Name	Job Title	Work Duration
<input type="text"/>	<input type="text"/>	<input type="text"/>

Responsibilities

Company Name	Job Title	Work Duration
<input type="text"/>	<input type="text"/>	<input type="text"/>

Responsibilities

# Application for Nursery Attendant



**Community United Methodist Church**  
[www.circlevillecommunitychurch.com/](http://www.circlevillecommunitychurch.com/)  
[Office@circlevillecumc.org](mailto:Office@circlevillecumc.org)

## References

Name	Job Title	Phone Number	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Skills and Certifications

Are you certified in the following:

	YES	NO
<b>First Aid Certification</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>CPR Certification</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Child Development Associate Certification (CDA)</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>American Red Cross Certification</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>American Heart Association Certification</b>	<input type="checkbox"/>	<input type="checkbox"/>

**Additional Certifications or Skills Relevant for this Position**

  


**Attachments:**     **Resume/CV Attachment**     **Cover Letter Attachment**

## Declaration:

By submitting this application, I confirm that the information provided is accurate, and I understand that any false statements may disqualify me from employment.

## Completed Applications:

Email to: [office@circlevillecumc.org](mailto:office@circlevillecumc.org)

Mail to: **Community United Methodist Church**  
 120 North Pickaway Street  
 Circleville, OH 43113

# Nursery Attendant Background Check Authorization



I hereby give my permission for authorized agents of Community United Methodist Church (CUMC) to conduct an investigation of my background. This investigation will include arrest/conviction records, sexual offender registry, driving record and other factors which such agents may deem proper and necessary subjects of investigation, in order to properly assess my character, reputation, and background in connection with employment or servant leadership within CUMC.

I give my permission for any person, business, or institution contacted in the course of such investigation to release any and all information properly requested, and copies of same if requested. I do hereby release and discharge Community United Methodist Church and authorized representatives of CUMC from all claims and damages arising out of or relating to any investigation of my background for said purposes. I understand that I may request a complete and accurate disclosure of the nature and scope of the background investigation; to the extent such investigation includes information bearing on my character, general reputation, or personal characteristics.

CUMC and others have an obligation to keep confidential, secure and/or destroy personal information that in the wrong hands could lead to identity theft or an invasion of privacy. I recognize the right of CUMC to treat at its discretion certain sources as confidential.

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Signature

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Printed Name

.....

Date