JOB DESCRIPTION

DEPARTMENT: Faith Formation
REPORTS TO: Nursery Coordinator
POSITION TITLE: Nursery Assistant
POSITION DETAIL: Part-time, Non-Exempt

POSITION SUMMARY:

A nursery assistant provides care for young children of our parish so that parents/caregivers can grow in their faith by attending Mass, Bible Studies, Faith Formation classes and other parish events.

EXPECTATIONS OF EMPLOYEE:
- Adheres to all policies, safety policies, and procedures and the core values of the Catholic Church
- Acts as a role model within and outside the organization
- Performs duties as defined, assigned, and as workload necessitates
- Maintains a positive, respectful, and highly communicative attitude and approach
- Maintains a demeanor that creates positive team atmosphere
- Consistently reports to work prepared to perform duties of position
- Manages time well and meets organization productivity standards

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide quality childcare including changing diapers and playing with/supervising young children.
- Establish and enforce rules for behavior and procedures for maintaining order in the nursery.
- Maintain a clean and tidy nursery by organizing after play and sanitizing toys at the end of a shift.
- Supervise youth volunteers who assist in the nursery.

QUALIFICATIONS:

- Enjoys working with children
- Has a flexible schedule (most shifts are on the weekends or in the evenings)
- Is patient, kind, and disciplined

WORKING CONDITIONS:
- Occasionally lift and/or move up to 35 pounds
- Ability to be mobile for extended periods of time
- Physically able to play with children on the floor

LANGUAGE SKILLS:
- Good written and verbal communication skills required
- Ability to read, analyze, and interpret information
- Ability to take direction but also work with minimal supervision

Responsibilities and tasks outlined in this document are not exhaustive and may change as determined by the needs of the employer.