

SECTION I: GENERAL INFORMATION

Mount Olivet United Methodist Church is located in Manteo, North Carolina at 300 Ananias Dare Street. The town of Manteo is located in the Outer Banks of North Carolina on Roanoke Island. Mount Olivet's vision states that As Disciples of Christ, we will passionately follow the leading of the Holy Spirit as we unite to promote and nurture spiritual growth among all God's Children.

SECTION II: DUTIES AND RESPONSIBILITIES

The Assistant Nursery Attendant will be responsible for caring for children ages birth to 5 years old on Sunday mornings and at other times when nursery is offered. The role will be normally assigned from 8:15 AM to 12:30 PM on Sundays or when the schedule is published for the month.

A. Time with Children, Parents 80%

Intentionally being with children and ensuring their safety. Communicating with parents in caring for children and sharing God's love.

This role will spend time working to carry out programs with volunteers and other staff.

Refers prospective families for membership or follow up with pastor or assigned staff.

Being the face of Mt. Olivet's children and family ministries by greeting and engaging people.

B. Leadership, Training and Record Keeping 10%

The position must remain current with emerging trends in child development and spirituality. Professional development and continuing education required to enhance all facets of position. The person must be CPR Certified and aware of Safe Sanctuary policies. If requested, Mount Olivet will assist the person in getting the required certification for CPR & First Aid.

C. Professional/Personal Spiritual Development 2-5%

D. Other 2-5%

Performs duties as required.

SECTION III: ADDITIONAL CONSIDERATIONS

A. Supervision Received

This position is a team member for children's programs with independence for daily work. The Lead Pastor may meet with this position to set priorities/discuss overall goals, but typically supervision is delegated to Nursery Coordinator. Position checks in with Director Children's Ministry, Chair Children's

Ministry Council often to discuss needs/communicate future resources required via Nursery Attendant.

B. Resources and Guideline Availability

The position must remain current with emerging trends in children's development and spirituality. In addition, this position must understand the communication structure of the church. Genuine love for children and their families. A commitment to spend time focusing on personal spiritual growth.

SECTION IV: QUALIFICATIONS REQUIRED

Experience in Christian education and leadership for children birth through five years old. Genuine love for ministry to children and their families. Several years of experience with children including time with staff or volunteers. Background checks are required for employment.

PHYSICAL REQUIREMENTS (ADA)

Must be able to physically perform the basic life operational functions of reaching, stooping, lifting, fingering, grasping, talking, hearing, and repetitive motions. Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently and constantly to move objects. Must possess the visual acuity to work with data and figures, to operate a computer and other machines, and to read extensively.