



*"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."*

### **Nursery Attendant POSITION**

Mount Olivet United Methodist Church, located on the Outer Banks of NC, is seeking an energetic, growing, person of faith to serve God and this community as Nursery Attendant. The Nursery Attendant will be responsible for caring for children ages birth to 4 years old on Sunday mornings and at other times when nursery is offered.

#### **To Apply**

- Interested candidates should review the complete job description and obtain an Application for Employment by visiting <https://mountolivetumc.org/forms/> or by contacting Jo Hardy, Administrative Assistant at (252) 473-2089.
- Return completed Application for Employment via:
  - Email: [admin@mountolivetumc.org](mailto:admin@mountolivetumc.org), [olivetkids@mountolivet.org](mailto:olivetkids@mountolivet.org)
  - Mail: Mount Olivet United Methodist Church, PO Box 787, Manteo, NC 27954
  - In-Person: Mount Olivet United Methodist Church, 300 Ananias Dare St, Manteo, NC 27954 (*call for appointment*)

For more information, contact Mount Olivet United Methodist Church at (252) 473-2089.

## Nursery Attendant – Job Description

## Mount Olivet United Methodist Church

**Reports to:** Director of Children's Ministry, Pastor

**Status:** Part-Time

**Performance Review:** Annual

*“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.”*

**Summary:** Mount Olivet United Methodist Church, located on the Outer Banks of NC, is seeking an energetic, growing, person of faith to serve God and this community as Nursery Attendant. The Nursery Attendant will be responsible for caring for children ages birth to 4 years old on Sunday mornings and at other times when nursery is offered.

### Essential Duties and Tasks:

- Intentionally being with children and ensuring their safety
- Communicating with parents in caring for children and sharing God's love
- Build relationships with children and families
- Work closely with a team of volunteers, children's ministry team, staff, and nursery coordinator
- Create and protect a safe place for children by following all Safe Sanctuary policies laid out by Mount Olivet and The North Carolina Annual Conference
- Open Nursery and be prepared to receive children 15 minutes prior to start of service/event
- Greet families, welcome them, ask for parents' names, cell phone number, ask about child(ren): name, age, allergies, potty training, snacks/bottles, etc.
- Provide welcoming, safe, age-appropriate play area
- Communicate with parents at pick-up time, ensure child has all his/her belongings
- Interact with children, playing games, reading Bible stories in an appropriate manner
- Close Nursery: ensure toys are cleaned and put away, all food cleaned up and put away, collect any trash and take trash outside
- Make repairs to toys to include batteries or let Children's Director aware of any toys needing repair
- Work with the nursery coordinator on time off or issues in the schedule.

### Possible Schedule Includes:

- Sunday Morning services (8:15 am – 12:30 am)
- Spring and Fall Revival Evening Services (time and duration varies)
- Occasional Evening Administrative Meetings (time and duration varies)
- Evening Services such as Holy Week, Thanksgiving, Christmas Eve, etc. (time and duration varies)
- Arrangements can be made to give the individual hired an opportunity to worship once or twice a month

### Minimum Requirements:

- Childcare experience
- CPR/ First Aid Training (arrangements will be made if not trained)
- Exceptional communication skills and team player
- Ability to engage in a warm and caring manner with community and congregation of all ages
- Pass a background check
- 21 Years or older

**Compensation:** This position is considered part-time support staff and does not include sick leave, vacation or other benefits afforded to full-time personnel. Normal benefits required by law i.e., workers' comp and social security are included. \$15.00 per hour, paid monthly