

Indian Heights United Methodist Church

Job Description

Job title	<i>Nursery Assistant</i>
Reports to	<i>Pastor, Kids' Worship and Outreach Coordinator, Staff Pastor Parish Relations Committee</i>

Job purpose

Provide assistance in the nursery/Sunday School hybrid room during Sunday morning worship and special services, when requested.

Duties and responsibilities

- Assist with child care in nursery/Sunday school hybrid room as directed by the Kids' Worship and Outreach Coordinator.
- Assist in nursery during Sunday morning worship services and special services, when requested.
- Assist with playtime, crafts, story time, games and more kids' fun.

Qualifications

- Sixteen years of age.
- Previous experience working with preschool and grade school aged children.
- Safe Gathering certified. This certification can be obtained after hire and will be paid for by the church.
- Reliable; able to be present on a regular basis.

Benefits

- Compensation paid every two weeks based on hourly salary.
- Employee Social Security taxes to be withheld from semi-weekly paycheck.
- Employee payroll taxes to be withheld from semi-weekly paycheck.
- This position does not receive paid time off or medical expense benefits.
- Staff Pastor Parish Relations Committee shall review the job description, performance, current programming needs and compensation annually.

Approved by:	
Date approved:	
Reviewed:	

Please call 913.649.9040 for further information.

Provided for reference only.
Always consult current legislation in your jurisdiction to create policies and procedures for your organization.