

**Shepherd of the Hills United Methodist Church  
920 W. Tonaquint Drive, St George, Utah 84770**

**JOB DESCRIPTION - Child Care Attendant**

<b>Status</b>	Part-Time, three (3) hours per week.
<b>Schedule</b>	Sunday mornings and special events as requested
<b>Benefits</b>	None
<b>Supervision</b>	Works under the direction of the Nursery Supervisor, Pastor(s) or his/her designee. Non-supervisory position.
<b>Probation &amp; Evaluation</b>	The orientation period is six (6) months, after which the position will receive a review and evaluation, followed by periodic evaluations.

**Position Overview**

The Nursery Attendant supports the childcare program by overseeing a clean, safe and secure environment for children.

**Basic Functions and Duties**

1. Ensure a secure, safe, inviting and nurturing atmosphere for all children.
2. Maintain control of the children, report unusual behaviors to the parent/guardian.
3. Maintain room in a neat and presentable condition.
4. Usher the children to the front of the sanctuary for children's sermon during worship service.
5. Request supplies and/or materials as needed for proper and efficient operation.
6. Other duties as assigned.

**Minimum Qualifications**

**Age:** Must be 18 years or older.

**Education:** High school diploma or student in good standing preferred.

**Language:** Must speak, read, and write English well.

**Experience:** Child care experience and enjoy caring for children.

**Background Check:** Pass a background check arranged and paid for by the SHUMC.

**Church Policy:** Understand and sign the SHUMC *Child Care and Protection Policy*.

**License /Transportation:** Possess a valid driver license and/or have available a reliable means of transportation.

**Knowledge, Skills, and Abilities**

**Knowledge of:**

1. Basic care of young children
2. How to play with children to keep them entertained, safe and happy.
3. Communicate with parents.
4. Child CPR not required but desirable.

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**Skills in:**

1. Understanding abilities of children at different ages.
2. Calm and comforting personality.
3. Willingness to play and interact with children.
4. Creativeness and flexibility.

**Ability to:**

1. Learn to apply procedures and policies applicable to the position.
2. Establish and maintain effective working relations with the children, parents/guardians, church staff, officials, members and the public.
3. Maintain confidentiality.
4. Work independently with limited supervision and exercise independent judgment to meet variations in assigned tasks.
5. Diagnose and resolve problems pertinent to the position or, if unable to do so, refer them to the supervisor.

**Working Conditions**

Work is performed primarily indoors in a typical environment. The position may include stooping, crouching, bending, etc. Medium physical strength is required for occasional lifting.

**Equal Opportunity Employer**

Shepherd of the Hills United Methodist Church is an equal opportunity employer. As such, there will be no discrimination because of race, color, sex, marital status, age, national origin, or disability. Such equality shall be demonstrated in the following: employment, promotion, demotion, recruitment, layoff, termination, and compensation. This policy applies to all terms, conditions, and privileges of employment.