



ST. PAUL'S EPISCOPAL CHURCH

Benicia, California

Sunday Nursery Supervisor

To apply, send a resume with three references to rector@stpaulsbenicia.org

Pay: \$22/hour

Hours: Sundays 8:30am – 12:30pm, other occasions as needed

Full Job Description

The Church Nursery Attendant is responsible for providing a safe, nurturing, and engaging environment for infants and toddlers during church services and occasional events. This role involves supervising and caring for young children up to age 5, ensuring their well-being, and creating a positive experience for them while maintaining good communication with parents.

1. **Child Supervision:** Supervise infants and toddlers in the church nursery on Sundays from 8:30am – 12:30pm. Provide additional childcare for special events as needed
2. **Safety and Well-being:** Ensure the safety, security, and well-being of all children in the nursery. This includes proper handling of emergencies and following church safety protocols.
3. **Nurturing Environment:** Create a nurturing and stimulating environment by engaging children in age-appropriate activities, such as playtime, storytelling, and simple crafts.
4. **Diapering and Feeding:** Assist with diaper changes, feeding, and other basic care tasks as needed for infants and toddlers with parental permission.
5. **Parent Communication:** Maintain open and effective communication with parents, providing updates on their child's activities and well-being.
6. **Cleanliness:** Keep the nursery area clean, organized, and sanitized. Ensure that toys and play equipment are in good condition and safe for use.
7. **Team Collaboration:** Collaborate with other nursery attendants and church staff to ensure smooth operation of the nursery and consistent care for all children.
8. **Training and Compliance:** Participate in relevant training sessions, including child safety and first aid training. Adhere to all church policies and procedures regarding child safety and protection.
9. **Record Keeping:** Maintain attendance records and relevant information about the children in the nursery.



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10. **Professionalism:** Maintain a professional demeanor and a friendly attitude towards children, parents, and fellow staff members.

Required Skills

- Previous experience in childcare, nursery care, or a related field
- Ability to pass a background check and complete mandatory online Safe Church training
- Current certification in infant/child CPR and First Aid
- Excellent communication with parents

Desired Skills

- Experience providing childcare in faith communities
- Familiarity with bible stories

Physical Requirements

- Ability to lift and carry infants and toddlers
- Ability to bend, stoop, and stand for extended periods of time.

More About St. Paul's and This Position

We strive to be an active, diverse, and welcoming community where people can come together to worship and deepen their faith. We are committed to the inclusion of the LGBTQ+ community and people from all backgrounds, cultures, and nationalities. Our mission is to welcome all people at any stage of their spiritual journey to worship together, care for the community, and live the message of Jesus Christ.