



# ST. PETER'S EPISCOPAL CHURCH

Salisbury, Maryland

Founded 1768

*To Know and Share the Love of Christ*



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## **Job Description: Second Child Care Attendant (birth – 6 years old)**

### Position Description:

The Second Child Care Attendant works with the First Child Care Attendant and is jointly responsible for the care of infants and children during the 9:00am Sunday morning worship/meeting time at St. Peter's Episcopal Church in Salisbury, MD. The second attendant will share, through actions and words, the love of Christ so that children might be nurtured into followers of Jesus Christ.

### Responsibilities:

- Assist with the set up of the nursery or pre-school room at 8:30 am on Sunday mornings. Clean toys and prepare for the day's activities.
- Be ready to receive children by 8:45 am.
- Receive children from parents and secure a cell phone number to serve as a means of contact while the child is in the nursery or pre-school room.
- Love and care for all children in the nursery.
- Change all diapers and assist children in toileting, clean all spills, and maintain the area with a high level of sanitation and appeal to the eye.
- Engage the children in creative play, songs, stories, and otherwise provide a happy, wholesome experience.
- Monitor condition of nursery equipment and supplies and alert the Nursery Coordinator or Parish Secretary about ordering additional supplies or equipment needing attention.
- By 10:30am, assist the first attendant in cleaning up the room from the 9am service, disposing of all trash, diapers, etc. and sanitize toys and materials used by children. Return all toys to the proper bins and location.

### Work Hours and Schedule:

- Sundays, 8:30 am – 10:30 am (Sept-May)
- Reasonable absences are expected. Notice must be given to the Nursery Coordinator seven days in advance unless in case of illness or family emergency.

### Qualifications and Experience:

- At least eighteen years of age.
- Child care experience necessary.
- Candidate must have reliable transportation.
- Demonstrate excellent interpersonal skills, especially dealing with parents and children in a professional manner.
- Understanding of basic first aid, including child/infant CPR training (or must be willing to become certified) highly desirable.
- Satisfactory completion of a nationwide criminal background check and reference check.

- High school diploma necessary, but some college preferred.
- Dependability.
- Appropriate dress is expected.
- A personal faith in Jesus Christ as Savior and Lord and a willingness to teach this faith to children.

Relationships:

The Second Child Care Attendant reports to and is supervised by the Rector; works directly with the Rector, Nursery Coordinator, First Child Care Attendant and other program staff and volunteers; and in a cooperative relationship with facility, program and administrative staff, church leadership, and church members.

Compensation and Benefits:

The Child Care Attendant will be paid \$30 per Sunday (8:30 am – 10:30 am). That is computed as \$15 per hour. If extra time is required and agreed upon between the supervisor and Child Care Attendant the same rate will apply. This position as a part-time support staff position does not qualify for any benefits, sick days, vacation days, or holidays.

Interested candidates should send a cover letter and resume to: [info@stpeterschurch.net](mailto:info@stpeterschurch.net).