



# Colesville United Methodist Church

52 Randolph Road, Silver Spring, MD 20904

Phone 301.384.1941 Fax 301.879.8542

www.cumc.org email: churchoffice@cumc.org

Rev. Michael W. Armstrong  
Pastor

July 12, 2017

## POSITION DESCRIPTION

Nursery Attendant  
(A Part-time Position)

The Nursery Attendant II (“Attendant II”) is a vital part of the staff at Colesville United Methodist Church (CUMC) and provides support to the nursery care of children at the (CUMC) nursery. This important function allows parents and guardians to fully participate in the worship service experience while their children are safely attended. The Attendant II also supports CUMC’s adherence to the Safe Sanctuary Policy of the United Methodist Church. Audio speakers in the room allows the Attendant to listen to the service in order to be aware of any changes that might impact operations.

## MAJOR DUTIES AND RESPONSIBILITIES

- Provide support in the appropriate care and nurture to babies and young children (newborn to age 5) on Sunday mornings.
- Provide support in CUMC’s adherence to its Safe Sanctuary Policy, including checking in on youth Sunday school classes, as needed.
- Provide nursery care during special events of the church, as needed.
- Routinely inspect and keep track of nursery supplies and toys. Sanitize toys and play equipment.
- Order new supplies and safe toys as indicated.
- Maintain the check-in and out of infants and young children.
- Obtain current emergency contact information for each child as well as health information that may impact a child’s participation in the nursery (allergies, medical conditions, etc.)
- Contact his/her Supervisor(s) in advance in the event the Attendant II is not able to work.

## SUPERVISORY CONTROLS

- The Attendant II is supervised by the Office Administrator and the Pastor and is subject to an annual review and evaluation of his/her responsibilities.

## PHYSICAL DEMANDS

The physical activity of this position requires standing, walking, sitting, reaching, kneeling, stooping, crouching, crawling, using hands and fingers, and frequently lifting or moving up to 40 pounds.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## ENVIRONMENTAL FACTORS

- The Nursery is located on the main floor of a multi-level building. It is a nonsmoking environment with a moderate noise level.

## QUALIFICATIONS

- Prior Childcare experience required.
- A degree related to Childcare or Early Childhood Education or similar training is highly desirable.
- Must pass a background check.
- Must complete Safe Sanctuary training and remain Safe Sanctuary compliant.
- Must be able to work effectively with infants, toddlers, children and adults.
- First Aid and CPR training
- Bilingual Skills desirable

## SALARY

Salary is commensurate with experience.

CUMC is an Equal Opportunity Employer

Colesville UMC does not discriminate on the basis of disability in its hiring or employment practices. Reasonable accommodations will be made for individuals with disabilities unless they impose an undue hardship on the operations of the church.

Direct Questions to: Rev. Dr. Michael Armstrong, Church Office: [\(301\) 384-1941](tel:3013841941)

Direct cover letter and resume to: Chair, SPPRC  
Colesville United Methodist Church  
52 Randolph Road. Silver Spring, Maryland 20904  
OR  
via email to: [applicant2017@cumc.org](mailto:applicant2017@cumc.org)