

Edinboro United Methodist Church

113 High Street
Edinboro, PA 16412

Job Description: Nursery & Preschool Assistant

Classification: 2 hours per week/part-time

Responsible to: Edinboro United Methodist Staff Parish Relations Committee,
through the Lead Pastor.

Purpose: To serve the Edinboro United Methodist Church community by staffing the nursery during weekly worship services, and occasional additional events.

Qualifications: The Nursery & Preschool Assistant shall:

- Possess a minimum of a high school diploma or equivalent. Additional education in early childhood or relevant field preferred.
- Have experience supervising and caring for young children, and a passion for working with this age group.
- Practice a lifestyle that reflects and encourages a close, personal relationship with Jesus Christ, consistent with United Methodist discipline and theology.
- Possess strong personal convictions, yet demonstrate a caring, empathetic demeanor that respects diversity in church visitors, congregants, and community members.
- Demonstrate strong organization and communication skills, and a high energy level.
- Demonstrate the ability to work effectively without immediate supervision.
- Maintain Act 33 and Act 34 clearances, as well as an FBI Clearance.

Responsibilities: The responsibilities of the position of Nursery and Preschool Assistant shall include, but not be limited to the following:

A. **Under the guidance of the Lead Pastor and the Intentional Faith Formation (IFF) team:**

1. Provide child care for children from birth to age four during services and scheduled church events.
2. Meet periodically with the Intentional Faith Formation (IFF) and Nursery/ Child Care Team to address continuous improvement of nursery care.
3. Disinfect all play equipment at least weekly-more frequently as nursery use and/or health climate demand.
4. Adhere to and enforce all approved nursery care policies.

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5. Participate periodically in continuing education events as an avenue for continuous improvement.
6. Report immediately to IFF chair or Pastor any situations that have a potential for jeopardizing the safety of children in the nursery or the confidence of the parents.

B. Other duties as may be assigned.

PURPOSE: Edinboro United Methodist Church joins with the Holy Spirit to make disciples of Jesus Christ for the transformation of the world.

MISSION: We are a dynamic community of doubters, dreamers, and disciples on a life long journey of faith and action with Christ.

VISION: By embracing grace, we will engage heads, hands, and hearts in the way of Christ to ignite a profound love of God in all.

SPRC: presented June 2023