

VACANCY ANNOUNCEMENT

JOB TITLE: Nursery Assistant

LOCATION: First Christian Church

SALARY: \$10 per hour

OPEN/CLOSE PERIOD: August 15, 2021-December 15, 2021

POSITION INFORMATION: Part-time, every Sunday, 9:15am –10:45am. There may be additional church services that may provide for more hours to be worked. Our mission is to provide dependable, safe, secure, and nurturing care to the children while at our Church, ages 0-3 years in a clean environment.

DUTIES: Duties include but are not limited to: The incumbent is responsible for providing age-appropriate care which includes feeding, changing diapers, escorting to the bathroom, maintaining a safe environment, putting children down for naps, holding, or sitting with and cheerfully interacting with children through games, stories, and play. Be polite, friendly, and courteous to all children, parents, and volunteers. Stay until the children are secured with a responsible adult named on the child's registration log. In the event of an emergency, notify the parent via the cell phone/pager. Straighten the room and clean any toys/beds before leaving. Used bed sheets will need to be replaced with clean sheets. The incumbent will be responsible for laundering the sheets. All toys that had contact with saliva will require special attention. A sanitizing solution will be available to use in the nursery.

KEY REQUIREMENT: You will be subject to a background/suitability investigation/determination

QUALIFICATION REQUIRED:

- Experience in caring for children between the ages of 0 to 3 with the ability to adapt and interact with a variety of personalities.
- Satisfactory completion of CPR training for infants and children. (If selected, this expense will be paid for by First Christian Church if the incumbent does not possess a current certification.)
- Must present the results of a current (within 1 year) Tuberculin and current immunizations. (If selected, the Tuberculin test will be paid for by First Christian Church provided the test results are not current.)
- Three references

APPLICATION/RESUME MUST ADDRESS THE FOLLOWING ITEMS: Position for which you are applying. Total employment period, i.e., starting and ending dates (month and year) for each work experience, paid and unpaid, related to the job for which you are applying, including the hours per week. Also include a description of your duties and accomplishments, your employer's name and address, supervisor's name and phone number, and salary. If you are currently employed, you must indicate if we may contact your current supervisor.

Please indicate in your application/resume the duties of your previous positions which demonstrate your experiences with the following:

1. Ability to communicate well with staff, parents, and children.
2. Demonstrated ability to be nurturing, caring, and innovative.

CONDITIONS OF EMPLOYMENT:

1. All candidates must be U.S. Citizens.
2. All requirements must be met by the closing date of this vacancy announcement.
3. Work schedule will be part-time, every Sunday, 9:15am – 10:45am. There may be more hours worked depending on other church services.
4. Selectee will be subject to a background/suitability investigation/determination. Employment is subject to successful completion of a background check.
5. Selectee will be subject to successful completion of Safety Training curriculum prior to caring for children.

BENEFITS: None

Applications **must** be received by the closing date of the vacancy announcement. No electronically-transmitted applications accepted.

Interviews will be conducted.

CONTACT INFORMATION: First Christian Church, 130 North 6th Street, Leavenworth, Kansas 66048;
913-682-3222