

St. Mary's Cathedral
Cheyenne, WY
Nursery Assistant

JOB SUMMARY

The primary responsibility of the Nursery Assistant is to provide dependable, safe, secure, and nurturing care to children placed in the nursery during the Sunday 8:00 a.m., 10:00 a.m. and 12:00 noon Masses. A clean and welcoming environment is critical to the duties as well as being polite, friendly, and courteous to all children, parents, and volunteers.

DUTIES AND RESPONSIBILITIES

1. As the face of Christ to those served and to co-workers, prays regularly to the Holy Spirit for the gifts of wisdom, understanding, counsel, knowledge, fortitude, piety, and fear of the Lord (wonder).
2. Exhibits love as defined in 1 Corinthians 13: 4-13 with patience, kindness, generosity, humility, tolerance, respect, selflessness, hope and rejoicing in truth.
3. Provides 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, play and prayer.
4. Uses safe practices when changing diapers or with any body fluids.
5. Arrives at 7:30 a.m. on Sundays
6. Works scheduled Sundays even if it falls on a holiday, with the exception of Christmas and Easter, unless a substitute who meets all the qualifications has been arranged in advance with the Nursery Supervisor.
7. Will work other church events as requested.
8. Maintains sign-in sheets and medical release forms in the Nursery Supervisor's absence. Follow Safe Environment protocols, reporting to Nursery Supervisor when abuse of any sort is suspected.
9. Checks weekly to make sure all electrical outlets are covered, and that all electrical cords and ropes and plastic bags are secure and out of reach of children.
10. Will have an understanding of the State of Wyoming Dept. of Family Services Child Care rules and regulations (see attached).
11. Stay until the children are secured with a responsible adult named on the child's sign in.
12. Notifies the parent in the event of an emergency via cell phone.
13. Straightens the room and cleans any toys before leaving. Uses a sanitizing solution on all toys and surfaces weekly.
14. Reports to the Nursery Supervisor any issues which are hindering the execution of duties or responsibilities.
15. Communicates in advance, by phone to the Nursery Supervisor for 1) any planned absences with an advance two week notice, or 2) any unplanned absences at least two hours prior to the shift.

QUALIFICATIONS:

- Experience in caring for children between the ages of 0 to 4 with the ability to adapt and interact with a variety of personalities.
- At least 18 years of age
- Completion of Safe Environments training and Diocesan Background Check

- Must present the results of a current (within 1 year) Tuberculin and current immunizations.
- Satisfactory completion of AED, CPR and 1st Aid training for infants and children.
- Fully initiated, practicing Catholic free from any canonical penalties and of proved faith, good morals, and good reputation.

REPORTING RELATIONSHIPS

Reports to: Nursery Supervisor

Supervises: None

Collaborates with: Nursery Supervisor for any other church events and planned absences

PHYSICAL EFFORT AND WORKING ENVIRONMENT

The essential duties and responsibilities of this job require the employee to lift up to 75 lbs.

DATE LAST REVISED

6/5/2019