

## **Nursery Staff Job Description**

**Unitarian Universalist Fellowship of La Crosse (UUF-LaX)**  
**401 West Avenue South, La Crosse, WI 54601 (608) 796-9993**

**Position Title:** Nursery Staff, part time, as needed, less than 15 hours/month

**Reports to:** Congregational Administrator

**FLSA Status:** Non-exempt, hourly, no benefits.

**Compensation:** \$12.25/hr

**Hours:** Sundays 9:00am - 12:00pm, other days and hours to be determined based on need.

**Date Posted:** 6/27/21

**SUMMARY:** Provide the best Child Care any parent or child could want in a loving, attentive, nurturing, and safe environment.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

1. Provide Child Care for Sunday Services, special services, church-wide events, meetings, and choir practices in which nursery care is needed.
2. Adhere to routines - story time, snack, bathroom breaks, handwashing, etc.
3. Organize the nursery and ensure its cleanliness and safety.
4. Support the mission of UU Fellowship of La Crosse.
5. Adhere to all nursery policies.
6. Routinely inspect nursery equipment, toys, and supplies. Report repair and maintenance needs to appropriate personnel. Restock supplies when needed; notify office of needs.
7. Maintain a sign-in table each Sunday to welcome families.

### **SKILLS AND REQUIREMENTS:**

- Must be at least 18 years of age
- First Aid and CPR training (preferred or completed after hire)
- Strong organizational and people skills
- Ability to dance and sing – and sprint down the hallway
- Sense of humor
- Child Care experience (1 year preferred)