

St. Mary of the Hills Episcopal Church  
140 Chestnut Drive  
PO Box 14  
Blowing Rock, NC 28605

## **Nursery Assistant Job Description**

### **Principle Function**

Nursery assistants at St. Mary of the Hills Episcopal Church provide dependable, safe, and nurturing care to children, ages 0-5 years in the parish nursery on Sunday mornings and at other parish events. This position works under the direction of the Rector, or another staff person or lay leader to whom the Rector may delegate supervision.

### **Responsibilities and Duties**

- \*creates a welcoming atmosphere for both children and parents.
- \*provides safe & stimulating hands-on care for children, and never leaves a child unattended.
- \*provides a sense of trust for the parents while they are attending other church activities and events.
- \*provides care which includes, but is not limited to: reading books, singing songs, playing games, assisting children with hand-washing & eating snacks, changing diapers, assisting children in toileting, holding, rocking, and supporting the safety of the nursery through appropriate behavior management.
- \*ensures that all children are cared for in an appropriate manner and to seek assistance from parents or other staff, as needed. Phone use not permitted with the exception of emergency situations.
- \*keeps nursery space neat and clean: returns toys to bins or shelves; wipes down tables and counters, as needed; gathers and removes trash; gathers linens for washing; reports supply needs to Parish Administrator.

### **Work Environment**

Work is in the Nursery on Sunday mornings from 8:30 a.m. - 11:30 a.m. and occasionally at other times with prior notice and agreement, such as Christmas Eve, Holy Week, and special parish events. At 10:45 a.m., if no children are present, the nursery may be closed.

### **Compensation**

Paid at hourly rate of \$15.00 per hour.

### **Qualifications**

- Experience in caring for children between the ages of 0 to 5 with the ability to adapt and interact with each child and their varying needs.
- Experience in providing care for children in a faith community setting. (preferred)  
COVID-19 Vaccination is required.
- At least 18 years of age.
- Must have a reliable source of transportation.
- Satisfactory completion of background check.

- Satisfactory completion of CPR training for infants and children – periodically provided by the parish.
- Satisfactory completion of Safeguarding God's Children training – available online through the Episcopal Diocese of Western North Carolina.

### **Apply Today**

For more information, please contact Christian Formation Director Lindsey Herring ([lindsey@stmaryofthehills.org](mailto:lindsey@stmaryofthehills.org)) or The Reverend Andrew Hege ([rector@stmaryofthehills.org](mailto:rector@stmaryofthehills.org)). To apply, please send Letter of Interest and Resume to either of the addresses above.