

## The Church of St. Joseph, Rosemount, Minnesota

### Positions Description

**Position title:** Nursery Assistant      **Date:** December 14, 2022

**FLSA:** Non-Exempt

**Reports to:** Nursery Coordinator, Director of Engagement & Communications

**Receives work direction from:** Pastor, Parish Director,

**Direct Reports:** None

**Provides work direction to:** Volunteers

**Resource person to:** Parents

**Schedule/ benefits:** This is a 9-month, part time position from beginning of September through end of May and typically during the 10:30am Mass on Sunday mornings. This position may request additional childcare days/times for special events/activities (ie. bible study, retreats, family formation, etc.) at church.

**Position Purpose:** Assist with all aspects of the Nursery program and work cooperatively with the other staff members to provide an efficient, safe, and effective pastoral environment for ministry in support of the parish/school mission.

#### **General Responsibilities:**

\*Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal.

#### **Representative Responsibilities:**

- \*1. Be present where needed, ready to work as needed to meet responsibilities. Includes recognizing when situations require more effort, putting in more effort, satisfying responsibilities in a timely manner, providing an example of punctuality and attendance, and generally ensuring all is ready and taken care of.
- \*2. Create a productive, harmonious environment, promoting good morale, effective communications, and an engaging and uplifting feeling.
- \*3. Assist with the Nursery and support additional childcare days throughout the year for special events/activities.
  - Promoting Gospel values and Catholic moral teachings,
  - Upholding the doctrinal teachings of the Catholic Church,
  - Exemplifying Catholic living both in and out of the classroom.

- \*4. Assist with the Nursery program including:
  - Monitoring safety of children, staff, and facilities,
  - Modeling a professional, respectful, and positive attitude,
  - Demonstrating adaptable and flexible attitude,
  - Demonstrating good judgment in daily encounters,
  - Coordinating with parish staff.
  
- \*5. Assist in overseeing an appropriate learning and social environment including:
  - Creating a meaningful, functional learning environment,
  - Creating a Catholic community within the nursery program and church environment,
  - Developing an environment that promotes learning and social interaction,
  - Ensuring the safety, welfare, and care of each child.
  
- \*6. Assist with parent communication:
  - Observing and documenting child behavior and social interactions,
  
- \*7. Establish positive church and school community relationships including:
  - Working collaboratively in partnership with parents,
  - Coordinating and promoting church and school events or programming,
  - Maintaining professionalism and being a role model of Catholic faith,
  - Build and maintain effective working relationships with internal and external supporting staff.
  
- \*8. Effective Team Member
  - Demonstrates reliability – Follows through on assignments, consistently completing their set of accountabilities in a timely and collaborative manner,
  - Communicates constructively – Expresses their thoughts and ideas clearly, directly, honestly and with respect for others and for the work of the team,
  - Listens actively – Absorbs, understands, and considers ideas and points of view from other people without debating and arguing every point,
  - Functions as an active participant – Fully engaged in the work of the team and does not sit passively on the sidelines,
  - Share openly and willingly – Takes the initiative to keep other team members informed to help get the job done and prevent surprises,
  - Cooperates and pitches in to help – Responds to requests for assistance. Works with others to accomplish any task,
  - Exhibits flexibility – Rolls with the punches and can consider different points of views and compromise when needed,
  - Works as a problem-solver – Willing to deal with all kinds of problems in a solutions-oriented manner. A problem-solver, not problem-dweller, problem-blamer, or problem-avoider,
  - Treats others in a respectful and supportive manner – Treats fellow team members with respect and understanding to help get the job done,
  - Shows commitment to the team – Understands the value of team collaboration and is committed to the success of others.

Other responsibilities: Includes other responsibilities identified as needed by the employee and approved and/or assigned by the supervisor.

The responsibilities listed above are representative responsibilities intended to describe the general nature and level of work performed by a person assigned to this position. It is not intended to be an exhaustive list of responsibilities and qualifications required by the position. More detailed listings of duties and tasks may be outlined in supplemental documents such as the code of conduct, employee handbook, and similar documents.

**Responsibilities identified with “\*” are essential functions of the position.**

**Employee:** I have reviewed this job description and agree it is an accurate representation of the responsibilities of my position. I understand that as the organization’s needs change, my position description will change.

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Signature

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Date

**Supervisor:** I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

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Signature

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Date

### **Qualifications**

- a) Active, participating Catholic,
- b) Demonstrated ability to understand, evaluate and make decisions that will enhance the nursery program,
- c) Demonstrated ability and willingness to follow and enforce all required safety procedures,
- d) Demonstrated appropriate communication/interpersonal skills that create effective working relationships with staff, parents, and parishioners,
- e) CPR and First Aid certified within 90 days of hire is preferred,
- f) Satisfy Essential 3 requirements of Archdiocese of St. Paul and Minneapolis (complete background check, complete Virtus training and satisfy Code of Conduct),
- g) Active parishioner preferred.

### **Mental Demands**

- a) Effectively utilize the English language orally and in writing,
- b) Provide clear and accurate direction,
- c) Projects a positive attitude with all requests and especially when there is a high stress situation,
- d) Exhibit promptness and dependability,
- e) Live a personal lifestyle with Christian values,
- f) Recognize and ensure confidentiality in all areas,
- g) Exhibit patience, understanding and calmness in chaotic situations,
- h) Effectively multi-task,
- i) Maintain and improve work-related knowledge.

### **Physical Demands**

- a) Work all required hours, more as needed,
- b) Periodically adjust schedule or extend hours as required,
- c) Walk, stand, sit kneel or bend as needed,
- d) Lift up to 20 pounds using proper lifting techniques,
- e) Go up and down stairs,
- f) Climb up and down a three-step ladder to obtain supplies,
- g) Be aware of what is going on around you and respond appropriately.