



Nursery Attendant/Assistant **Job Description**

Title: Nursery Attendant/Assistant for St. John Neumann's Religious Education (RE) Program

Responsible To: Director and Coordinator of Religious Education

Responsibilities of an Office Assistant:

- Arrives 15 min before class time, checking in at the RE Office before heading to the Nursery
- Cares for the children in the nursery whose parents have volunteered as catechists and assistant catechists or in another RE volunteer role
- Supervises children's welfare and safety
- If unable to make a class, finds a substitute and informs the RE Office
- Shares and supports the vision and goals of the parish Religious Education program
- Abides by Diocesan policies, including completing all required forms and training
- Exhibits a positive attitude with children, parents, staff, and the parish community

Personal Qualities Needed:

- Love of the Lord and love of children
- Openness to the Spirit, to people, to new ideas
- Respect for the dignity of every person

Length of Commitment: September to May

