



## **Nursery Staff *Position Description***

St. Martin in the Fields Episcopal Church  
Atlanta, GA

St. Martin in the Fields Episcopal Church is currently seeking a joy-filled and committed part-time employee to staff the church's nursery for four hours on Sunday mornings, three Sundays a month. Nursery staff will be supervised by the Nursery Lead.

St. Martin's nursery serves infants through three-year-olds. On an average Sunday morning, approximately 2-7 children are in the nursery.

### **ESSENTIAL FUNCTIONS:**

- Provide a welcoming and safe environment for infants and toddlers. Get to know infants and toddlers and their families. Make sure each feels warmly welcomed, embraced, and loved.
- Engage in age-appropriate indoor and outdoor activities and games with infants and toddlers.
- Supervise infants and toddlers carefully, especially when using the playground.
- Follow established protocols for safe check-in and check-out procedures.
- Strictly enforce a nut and allergy-free environment, including safety checks and labeling of all bags and bottles.
- Maintain high standards of basic hygiene. Wash children's hands frequently and use gloves when serving snacks and/or diapering.

### **COMPETENCIES and REQUIREMENTS:**

- Personal and professional character that is consistent with St. Martin's church culture.
- Ability to build fun, caring, and trusting relationships with children and their families.
- Reliable, flexible, trustworthy, giving, and patient.
- Ability to work graciously with people of various backgrounds and views.
- Must be at least 18 years old.
- Must be fully vaccinated and provide documentation.
- Must successfully complete a background check.
- Must complete required First Aid and CPR training and certification; training provided.
- Must comply with Safeguarding God's Children training required by the Diocese of Atlanta and The Episcopal Church; training provided.
- Must provide three references.

*This position is part-time for four hours per week at \$15 per hour: 8:30 a.m. – 12:30 p.m. On the first Sunday of each month, Nursery Staff will staff the nursery for 2.5 hours only: 9:30 a.m. – 12:00 p.m. Occasionally, Nursery Staff will be asked to serve additional weekdays throughout the liturgical calendar when large church attendance is expected (i.e. Christmas Eve and Holy Week).*

**Please email a cover letter and resume to Molly Herman-Gallow, Children & Youth Minister, [mhermangallow@stmartins.org](mailto:mhermangallow@stmartins.org).**