

EMPLOYMENT ANNOUNCEMENT

NURSERY ATTENDANT

Puyallup United Methodist Church

For information or to receive an application packet, please call (253) 845-0547

Hours: 3 hours/week on Sunday mornings
With variable additional hours
1 paid hour monthly for coordinating work

Pay range: \$9.50-11.50/Hour
two paid Sundays off annually

Description of Work

Ensure a Christian, safe, caring, and nurturing environment for infants and toddlers for approximately three (3) hours during worship services on Sunday mornings and with variable additional hours for holidays, special events, and evening classes. Hours may be reduced on an occasional weekend.

Responsibilities

In a Christian setting, provide caring, nurturing and safe care for infants and toddlers by offering a rounded program appropriate to the age level.

Maintain nursery attendance register and weekly attendance supervision.

Provide for safety of children, both from unsafe physical surroundings and from persons who might mean harm, by continually checking the physical environment and careful monitoring adults with access to the children.

Ensure cleanliness of toys and linens and safety of nursery area.

Build relationships with infants and toddlers in care and with their families.

Coordinate schedule of volunteer assistants.

Supervision

This position reports to the Director of Christian Education. Additional support is offered through a liaison to the Staff Parish Relations Committee which is the personnel committee of the church.

Special Requirements

The finalist for the position must be 18 years or older, must pass a background check required by the Child/Adult Abuse Information Act, RCW 43.43.830. In addition, candidates must possess proof of current First Aid and CPR certification, a social security card, and green card if not a citizen. Experience preferred.

Applications will be accepted until the position is filled.

Employment Application

Puyallup United Methodist Church 1919 West Pioneer, Puyallup, WA 98371

Please provide all information requested by typing or printing in ink and return this application to the address on page 2.

PERSONAL INFORMATION:

Last Name: _____ First Name: _____ Middle Initial: _____
Mailing Address:
Street: _____
City: _____ State: _____ Zip Code: _____
Home phone: _____ Work or message phone: _____ (include area code)

EDUCATION AND TRAINING:

High School: _____ Graduate/G.E.D. yes _____ no _____
Location: City and State: _____

College or University: _____ Years Completed: _____
Location: City and State: _____

Vocational and/or other Training: _____ Years Completed: _____
Location: City and State: _____

EMPLOYMENT HISTORY: Starting with current or last employer, please list your work record for the past 10 years. If additional space is needed, please attach a separate sheet.

Employer's Name and Address: _____ Your Job Title: _____

Dates Employed: _____

Supervisor's Name and Title: _____
May we contact this employer? Yes _____ No _____ Supervisor's current phone number: _____
Reason for leaving or considering change? _____

Employer's Name and Address: _____ Your Job Title: _____

Dates Employed: _____

Supervisor's Name and Title: _____
May we contact this employer? Yes _____ No _____ Supervisor's current phone number: _____
Reason for leaving or considering change? _____

Employer's Name and Address: _____ Your Job Title: _____

Dates Employed: _____

Supervisor's Name and Title: _____
May we contact this employer? Yes _____ No _____ Supervisor's current phone number: _____
Reason for leaving or considering change? _____

PROFESSIONAL REFERENCES (those familiar with your work experience)

Name: _____ Title: _____

Organization/Business: _____ Current Phone Number: _____

Name: _____ Title: _____

Organization/Business: _____ Current Phone Number: _____

Name: _____ Title: _____

Organization/Business: _____ Current Phone Number: _____

Please use a separate sheet of paper to answer the following questions:

1. Please describe your experience with this type of work.
2. What special skills do you possess that you would bring to this position?
3. Why are you interested in this position?

Please read the following carefully before signing this application:

The facts set forth in my application for employment are true and complete. I understand that false statements on this application will result in my disqualification as an applicant, or, if employed, will be cause for my dismissal.

I authorize the United Methodist Church to verify all statements in this application and secure any necessary information from all my employers, references, and academic institutions. I hereby release all those employers, references, academic institutions, and the United Methodist Church from any and all liability arising from their giving or receiving information about my employment history, academic credentials or qualifications and suitability for employment.

Signature: _____ Date: _____

Return this application and any attachments to Pastor Shirley DeLarme, United Methodist Church of Puyallup, 1919 West Pioneer, Puyallup, WA 98371-5211 or umcpuy@puyallupumc.org

Within the past 10 years, have you been convicted of or plead guilty to any crime which might have some bearing on your qualification and fitness to accept duties and responsibilities of the position for which you are applying?

Yes No

If yes, please explain the nature of the offense, date, court, and outcome.

Note: Although the United Methodist Church may investigate criminal conditions that relate to fitness to perform the job for which you are applying, such convictions will not necessarily bar you from consideration for employment.

NURSERY ATTENDANT position open at Puyallup United Methodist Church. Ensure a Christian, safe, caring, and nurturing environment for infants and toddlers for approximately three (3) hours during worship services on Sunday mornings and with variable additional hours for holidays, special events, and evening classes. Required: age 18 or older, proof of current First Aid & CPR, social security or green card, Washington State Patrol background check. Pay range: \$9.50-11.50/Hour. For information or application 253-845-0547 or www.umcpuy@puyallupumc.org

For posting June 2009