

Baby Bay Assistant
FLSA Status: Non-Exempt
Reports to Baby Bay Coordinator
Grade 1 (\$9.90- \$14.30 Based on experience and qualification)

SUMMARY OF RESPONSIBILITIES

Assists the Baby Bay Coordinator with the recruiting and training of volunteers for the Baby Bay (BB) environment at NewSpring Church. Assists with the check-in and check-out procedures and maintains the supplies needed in each room.

The incumbent must perform all job duties as outlined in this job description to support the ongoing mission of the church while committed in accordance with the *Baptist Faith and Message (2000 edition)*.

ESSENTIAL DUTIES

- Assists with volunteer recruitment, onboarding procedures, training and team building. (app 10%)
- Greets families in Baby Bay during check-in. Takes a special interest in first-time families, assisting with guiding, facilitating introductions, and answering questions. (15%)
- Leads various classrooms in Baby Bay when lead teachers are absent. Assists with the check-in and out process to ensure safety procedures are closely followed.
- Communicates clearly with guardians about safety policies and pages them as needed. (app 30%)
- Maintains and organizes the supplies in the BB environment, including activity supplies, wipes, diapers, and snacks. Informs the Baby Bay Coordinator when supplies need to be ordered. Assists with opening/closing the BB environment. Cleans rooms in preparation for services. (app 25%)
- Operates the Bye-Bye Buggy on weekend when needed (app. 10%)
- Assists with the semi-annual Baby Dedication celebration and Parent Day in the Bay. Assists with other special events throughout the year. (app 10%)

These duties are subject to change as church needs and strategies evolve. Employee may be required to perform other duties.

EDUCATION/TRAINING

- A minimum of a high school diploma is required.

- CPR certificate desired, not required.

EXPERIENCE

- Must have 1-2 years of experience working in a children's environment.

REQUIRED SKILLS

- Written and verbal communication.
- Organizational skills
- Computer proficiency, knowledge of MS word
- Ability to function independently
- Ability to handle confidential information with discretion.
- Positive temperament, dependability and professionalism.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following physical demands:

- Occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching.
- Frequently remain in a stationary position, often standing or sitting for prolonged periods of time.
- Ability to kneel or bend down to a child's eye level.
- Clearly communicate verbally with others to exchange information.
- Quick reaction with movement.
- Must be able to lift 15-30 pounds.

WORKING CONDITIONS

- The position works primarily indoors.