

# St. Mary & St. Martha Anglican Church

## Nursery Coordinator Ministry Position

St. Mary and St. Martha Anglican Church, located in the Weston/Mount Dennis neighbourhood of Toronto, is looking to fill a Nursery Coordinator Ministry Position. This is a part-time contractual position for 3 hours per week on Sunday mornings. The job of the Nursery Coordinator would be to welcome, nurture and help develop a comfortable, safe, and predictable community for children aged 4 and under and their parents/guardians.

### Core Duties

- Provide oversight, care and age appropriate engagement with infants and young children
- Ensure that toys and nursery supplies are safe and appropriate and that the nursery is a safe, clean environment for infants
- Instruct and supervise nursery volunteer assistants as required
- Greet parents/guardians and make them feel welcome
- Keep an attendance record
- Complete a registration form noting any health concerns or allergies
- Ensure appropriate sanitary provisions for diapering and clean-up
- Maintain the room as a welcoming, pleasant, clean and efficient space for the volunteer assistants and families of the parish
- Organize and maintain supplies
- Advise supervising clergy on weekly attendance and any concerns
- Other duties as are mutually agreed upon

### Skills & Qualifications

The ideal candidate would have the following skills & qualifications:

- Education/training or experience in child/infant supervision
- Enjoy working with and nurturing infants and young children
- Good communication skills
- Good organizational and time management skills
- Dependable and trustworthy

This is a part-time contractual position for 3 hours per scheduled week (30 minutes pre-worship service, during the worship service and 15-30 minutes after for parents to pick up their child). Typical hours would be 10 am – 1:00 pm.

**This position is contingent on a Police Record Check passed & mandatory regular sexual misconduct prevention training.**

If interested, please forward a cover letter & resume to the Rev. Canon Beth Benson at [bethbenson55@gmail.com](mailto:bethbenson55@gmail.com).