

PORT NELSON UNITED CHURCH

COORDINATOR OF NURSERY/TODDLER MINISTRY

SUMMARY

- The primary focus of the nursery/toddler Coordinator is to provide a consistent welcoming presence/relationship with parents and the children working with the volunteers to ensure a safe, caring environment for Sunday mornings (10 a.m. -12 noon) September through June.
- This is a paid position that could be shared by 2 individuals

AREAS OF RESPONSIBILITY

- To maintain up to date registration forms and information about the infants & toddlers with parent information for ease of contact.
- Oversee sign-in/sign out procedures; ensuring the use of JTECH paging devices
- To establish excellent working relationships with the volunteers overseeing and assisting in their engagement with the children
- Ensure care of equipment and toys in the Nursery and that they are age appropriate, safe, clean and well organized for easy child access
- Ensure that all supplies needed are provided for the comfort & safety of the children
- Communicate any concerns to the Spiritual Growth Ministry

ACCOUNTABILITY

- The Chair of Spiritual Growth Ministry
- Ministry & Personnel Committee

CLOSING DATE: FRIDAY, SEPTEMBER 7TH
Please direct enquiries and resume to:
Ann Fleming: eannfleming@sympatico.ca