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| <b>Job Title</b>  | Children's Ministry Summer Program Coordinator |                         |  |
| <b>Department</b> | Children's Ministry                            | <b>Hours &amp; Wage</b> | 36-40* hrs/wk \$15.75/hour                                     |
| <b>Reports To</b> | Children's Pastor                              | <b>Start Date</b>       | April 26* - Aug 26*, 2021<br>*May change, depending on funding |

**JOB DESCRIPTION**

The Children's Ministry Summer Program Coordinator will be a key member of the Children's Ministry team, helping to create a safe, organized, kids-focused, values-based, fun summer program for kids ages 2 to grade 5. The position provides experience in public speaking, interaction with people of all ages, and an opportunity to develop employable skills such as: leadership, creativity, interpersonal skills, confidence, adaptability/flexibility, teachability, decisiveness, responsibility, being a team player, and self-motivation. If the church can gather on Sundays, office hours will typically be Sunday – Thursday with some flexibility to support any special events that happen outside these days.

**INVOLVEMENT IN KIDS CAMP WEEK**

The month of June will focus on preparations for Kids Summer Camp that involves hundreds of kids from the community and happens in the month of July. It is probable that from June to late July, approximately 75% of the student's time will be spent on camp-related activities, under the supervision and guidance of the Camp Director. These duties are assigned by the Camp Director and will include, but are not limited to:

- Preparations for volunteer recruitment, screening and training
- Preparations for camp activities
- Working together on tasks with the Camp and Youth Ministry summer students

**MAIN SUMMER RESPONSIBILITIES – with the help of the Children's Ministry supervisor, mentor and staff team:**

- Plan, organize, and lead the intergenerational gathering of volunteers and kids in a summer program that incorporates music, drama, storytelling, games and activities
- Help to recruit, screen, train and schedule summer volunteers using the organization's safety policy for the vulnerable sector, the ministry handbook, and program curriculum
- Support the ministry team in the planning and execution of special events for kids and families
- Attend and participate in weekly children's ministry staff team meetings to evaluate and contribute to future planning, developing strategies for achieving goals, leadership development and feedback
- Help to organize, inventory and input resources into a digital catalogue
- Participate in leadership development through group discussion and learning
- Assist the ministry team in preparing for the fall program

**QUALIFICATIONS**

- Training and experience working with preschool and elementary age kids
- Christ-follower who has a growing relationship with Jesus and loves kids
- Good interpersonal and communication skills, in person, by phone and in writing
- Good organization and problem-solving skills with attention to detail
- Ability to discern work priorities, and meet deadlines with minimum supervision

**PREFERRED SKILLS**

- Musical ability is a plus, though not required

**\*Please note that the number of weeks of employment and hours for this position will only be finalized after receiving approval from Canada Summer Jobs. Minimum is 12 weeks.\***