

Summer Children's Programming Coordinator (Summer Coordinator) Job Description



The Opportunity

Are you a student? Do you love kids and have a desire to see lives changed for an eternity? Do you seek to serve God in a fun and creative environment? If so we have a summer job for you! Thanks to a grant received from Canada Summer Jobs, Cochrane Alliance Church is looking for the right person to join our children's ministry team for the summer months. Cochrane is a fantastic young community and we are envisioning some tremendous opportunities to impact the lives of children with the love of Jesus through creative means such as Backyard Kids Camps and Soccer Camp.

Role

Summer Children's Programming Coordinator (Summer Coordinator)

The Summer Coordinator is to oversee the summer children's programming in collaboration with the Directors of Children's Ministry.

Duration & Salary

This position is from June 26-August 25 (flexible).
Salary is \$14.50 per hour for 30 hours per week.

Relationships

The Summer Coordinator is answerable to the Directors of Children's Ministry as the primary point of mentorship and accountability. The Summer Coordinator will have a working relationship with volunteers, parents of children and children themselves, and will function as a ministry leader in the church.

Responsibilities

1. Summer Outreach Ministry
 - a. Assist in the planning, development and delivery of summer day camp ministries for children ages 4-12
 - b. Assist in setting up systems to help special needs children integrate well into camp settings
 - c. Oversee the follow-up of children/families who attend the camps
2. Sunday School Ministry
 - a. Assist in the planning and delivery of summer Sunday School lessons
 - b. Assist as needed in Sunday School classes
3. Oversight of volunteers
 - a. Assist with the recruitment, scheduling and communication of camp and Sunday School volunteers
4. Administration
 - a. Give aid to the Children's Directors in ensuring the practices and policies of Plan to Protect are in place for Children's Ministries
 - b. Assist as needed in areas of general church ministry

Qualifications

- The applicant must be between the ages of 16-30 at the start of employment
- The applicant must have been registered as a full time student during the 2016-2017 school year, and must be planning to return to full time studies in the upcoming academic year.
- Leadership Skills - ability to lead children, youth and adults. Team oriented and proven record of establishing trust and respect from others. Self motivated and reliable.
- Communication Skills - ability to communicate well in large and small groups. Ability to teach the Bible to children. Ability to present the gospel to a child.
- Administrative Skills - can manage time and resources to meet deadlines. Ability to maintain records and information in an organized way.
- Flexibility - can adjust and adapt to changing situations while remaining faithful to responsibilities
- Personal - love of children, love of God, love of the Church. Friendly and enthusiastic. Committed to living a Christ-centered life. Able to clear a Criminal Record Check. Experience working with children in a camp or other organized setting would be an asset.

Application Process

To apply for the Summer Coordinator position or to find out more information, contact Heather Yule at heather@cochranealliance.com. Include the following to apply:

1. Cover letter
2. A brief testimony description of how you came to faith in Christ and why you are interested in this position
3. A resume which includes a description of your training, experience, skills and abilities

Please Note:

You will only be contacted if your resume is being considered.

Application Deadline: May 26, 2017