

MINISTRY

**CHILDREN'S
MINISTRIES**

POSITION

**SUMMER PROGRAM COORDINATORS
(2 Positions – Early Childhood & Elementary)**

KEY RESPONSIBILITIES

- Develop, prepare and facilitate Summer Weekend programming
- Recruit, equip and oversee summer paid students and volunteers for July & August weekend programs
- Participate in development & implementation of Summer Day Camps – local & Saddle Lake
- Recruit and equip volunteers for Day Camps
- Participate in leadership team for Canada Day Event
- Involvement in June weekend children's programs – preparation and facilitation
- Preparation of SonBurst fall program materials

Additional Responsibilities/Requirements:

- Attend staff meetings and staff chapels as scheduled
- Complete Abuse Prevention Process
- Follow and live by the "Rule of Life" adopted by the entire SPAC staff, and adhere to the policies and procedures of the Staff Handbook.

QUALIFICATIONS

- Personal, growing relationship with Jesus Christ
- Passion for kids
- Team player
- Leadership skills
- Organizational skills
- Computer skills
- Must be a full-time student and returning as a full-time student in the fall
- Must be between the ages of 15–30, be a Canadian citizen or permanent resident.

SPIRITUAL GIFTS

- Leadership
- Relational
- Teaching

COMPENSATION

- 35 hours per week – hourly wage

REPORTS TO

- Department Supervisors

SPECIAL NOTES

- Hours - Tuesday to Friday (timing negotiable)
 - Sat/Sun - service & set up/clean up involvement
- Approximate dates: May 8 – August 26

Submit Resume to: human.resources@spac.ca