

RICHMOND PRESBYTERIAN CHURCH

Summer Employment Opportunity

REQUIREMENTS

Applicants must be between the ages of 19 and 30 years, must be a Canadian resident or permanent resident and legally entitled to work in Canada.

Regular weekly involvement in a Christian community is essential.



RESPONSIBILITIES

Overview:

Summer Program Coordinator

The position provides the applicant with administrative and leadership skills that are useful for almost any professional career. The responsibilities include experience in budgeting, time management, organization and overseeing significant projects and working with a wide range of adults and children in which the applicant takes initiative and works independently while being supported by church staff.

15 weeks, 30 hours a week, \$15.00 per hour

SUBMIT YOUR RESUME

Resumes may be emailed to richpres@telus.net or dropped off at the church office at 7111 No. 2 Road, Richmond, V7C 3L7



Deadline for applications: April 19, 2019

TASKS & JOB DUTIES

Under the general oversight of the Minister and with guidance and direction from church staff or designated volunteer program leaders, the applicant is responsible for:

Summertime Kidz Zone

Organize, plan and prepare a one hour fun zone with a biblical based theme for children aged 3-8 years which is held during the Sunday morning worship hour from June 2 – August 11.
Lead and/or recruit staff to supervise the Summertime Kidz Zone.

Kidz Club and High School Youth

Organize and participate in scheduled events for children in Grades 4-7 and Grades 8-12. These include in-house and community based social events and opportunities to engage children/youth in supporting non-profit agencies.

Senior Social Events

Coordinate, organize and plan two social events to follow after the July 7 and August 4 Worship Service at Courtyard Gardens. Activities could include games (bingo, cards), crafts and themed days.

Community Events

Working with members of the Planning Team, help design, organize and participate in several community based outreach events (including a week long summer camp).

Weekly Meetings

Attend weekly staff meetings on Wednesdays. Periodically meet with the Minister on personal planning, evaluation and reflection on goals.

Sunday Worship

The applicant may be asked to participate in the leadership of a worship service: read scripture or lead a *Time with Young Christians*.

Administrative Support

Contribute to the church record keeping and archival/historical records maintenance, if time permits.

Note that job will require a flexible time schedule, working Sunday mornings and some mid-week evening shifts.

Please note: this position is subject to receipt of Service Canada's *Canada Summer Job* program grant.

Submit your resume to **richpres@telus.net** or drop by the church office at 7111 No. 2 Road, Richmond, V7C 3L7.

Deadline for application is April 19, 2019

We thank all applicants for their interest; however only those candidates selected for interviews will be contacted.