

Position Description: 2017 Children and Youth Summer Worker

Westdale Park Free Methodist Church (WPFMC)

7 Richmond Park Drive, Napanee, Ontario. K7R 2Z3

Phone: 613 354 2669

40 hours/week, 16 weeks beginning May 7th, 2017 @ \$14/hr

Tasks and Responsibilities

- 1.** Create and implement weekly events for children & youth.
- 2.** Plan and execute summer outreach events specifically designed for children and youth.
- 3.** Administration responsibilities including promotion, site preparation, volunteer recruitment, leadership training, and communication with participants.
- 4.** Develop/update organization website and databases to promote events pertaining to family, children and youth as well as other related organizational information.
- 5.** Assist in responsibilities pertaining to Sunday morning Children's program including, but not limited to, coordinating schedules, lesson preparation and supervision of children.
- 6.** Assist the WPFMC Ministry Leadership Team in other projects/pastoral duties as skills and time allow.

Qualifications and Education Requirements

- Deep commitment to Jesus Christ and in agreement with WPFMC statement of faith
- Passion for working with children and youth
- Strong personal skills, especially with children & youth, volunteers and parents
- Strong administrative, communication and leadership skills
- Able to work effectively both in team situations and independently
- Uphold the WPFMC Plan to Protect policy (eg. complete 'Police Vulnerable Sector Check and 'Plan to Protect' online training webinar from WPFMC account, etc.)
- Valid Driver's License and access to a Vehicle
- Eligible through Canada Summer Jobs 2017 program
 - Be between 18 and 30 years of age at the start of employment
 - Have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year.
 - Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
 - Be legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

Other: References must be provided upon request.

Expense Assistance offered through Canada Summer Jobs 2017 Program. (Duration of employment may fluctuate depending on funding approval from Service Canada)

Submit resume and cover letter by e-mail to

info@westdaleparkfmc.ca by April 24th 2017.