

Position Description: Summer Program Director

The **Summer Program Director** is expected to be a servant leader, with the flexibility and willingness to help out wherever help is needed. The following is an outline of the specific responsibilities of the position that you will be filling this summer. Most important, however, is your role as a living example of what it means to be a member of a Christian Community: Leading, living, laughing, and giving with love, patience, and understanding.

The **Program Director** reports directly to the Minister and is also responsible to the Elders, Members of the Board, the Sunday School Superintendent and Youth Pastor.

Periodically responsible for: Children ages 5-15 during Sunday School, Vacation Bible School and other youth and children's events.

Qualifications & Skills:

1. A committed relationship with Jesus Christ, a mature, growing faith and the ability to share it with others.
2. An understanding of and caring for children and youth and a willingness to teach them and work with them.
3. The ability to work with the Minister and Youth Pastor in a spirit of cooperation.
4. A demonstrated willingness to participate fully in the life of the congregation.
5. A willingness and ability to pass screening procedures (police record check, reference checks, verification of special training).
6. Good time management and organizational skills and a working knowledge of common computer software.
7. Experience with or an aptitude for working with curriculum materials with the goal of carrying out a Christian Education program.
8. Summer Program Director must have been a full-time secondary or post-secondary student for the 2014-2015 school year and intend to be a full-time student in the 2015-2016 school year.

Orientation, Training, Supervision & Evaluation:

1. Orientation and training on site, 4 hrs paid
 - a. outline goals for the summer
 - b. health & safety rules
 - c. Leading with Care policy
2. Weekly check-in meeting with Minister
3. Mid-summer and end of summer self-evaluation
4. Daily supervision by Minister

Responsibilities:

1. Prepare and teach a Sunday School lesson each week, for approximately 5 children ranging in ages from 5-11 years.
2. Prepare and print the weekly worship bulletin, set up worship presentation on computer, change church sign.
3. Teach at least two children's messages and/or lead children's songs in worship.
4. Daily light administrative duties.
5. Help plan, prepare and lead activities for Vacation Bible School – July 6-10.
6. Plan, prepare and lead games for children at VBS BBQ – July 11.
7. Help plan, prepare and lead activities for August Soccer Day Camp – Aug 31-Sept 4.

Schedule & Commitment:

1. 10 weeks beginning as early as June 22.
2. 30 hours per week including Sunday mornings and one Saturday (July 11).
3. Days and times of work are flexible and will be negotiated between the Minister and Summer Program Director.

Remuneration:

1. \$11.00 per hour plus 4% vacation pay.