

Summer Job Opportunity

Children's Program coordinator

Responsibilities will included, but not be limited to

- Planning and carrying out summer Children's programs in consultation and collaboration with the Children's pastor.
- In consultation with the VBC Director
- Responsible for all summer children's programs operations, insures the summer camp and other children's program are running smoothly, anticipates and deals proactively with problems
- Works with VBC Director & Children's Ministry committee to properly account and monitor budget
- Oversees all VBC counsellors and Sunday's program volunteers
- Implements all safety procedures and monitors safety and recommends changes
- Implements all policies and procedures for the day-to-day operation of the camp
- Provides professional review and feedback to each staff member in consultation with VBC Director & Children's Ministry committee
- Fosters a positive and nurturing children's program and summer camp environment for volunteers and campers
- Producing artwork design for the use of children's ministry web page.
- Producing graphic art for flyers and weekly newsletters
- Creatively integrate all required information, web content, and graphics

Youth Program Coordinator

The Youth Program Coordinator, under the oversight of the Youth Pastor, is responsible for assisting the Youth Pastor in overall Disciple Junior operations as well as summer youth programs.

Responsibilities will include, but are not limited to the following:

- Planning and carrying out summer youth programs (inclusive of fellowship programs) in consultation and collaboration with the Youth pastor
- Coordination of the Discipleship Junior summer camp - including daily operation and logistics
- Working with the Youth Pastor to properly account for and monitor the summer budget for DJs and youth ministry program
- Provide spiritual and logistical oversight of DJ counsellors in partnership with the youth pastor
- Implementing all safety procedures and monitoring of safety during the camp - recommending changes as needed
- Implementing all policies and procedures for day-to-day operation of the camp
- Provide professional review and feedback to each staff member in consultation with Youth pastor
- Foster a positive and nurturing camp environment for staff and campers
- Participate in regularly scheduled times of discipleship and accountability with the youth pastor throughout the summer

- Plan for, participate in, and attend youth fellowship programming throughout the summer

The above jobs are funded by the “Canada Summer Job 2020”. Canada Summer Job is a Government of Canada initiative that provides funding to help employers create summer job opportunities for students. It is designed to focus on local priorities, while helping both students and their communities. The candidate must meet the following requirements:

1. Regular participation in NTCBC and prior served in VBC/ DJ is preferred.
2. University/college students returning to full-time studies in the fall of 2021
3. Register as a full time students during the preceding academic year
4. Intends to return to school on a full time basis during the next academic year
5. A student in a secondary or post-secondary school
6. Canadian citizen, permanent resident or person on whom refuge protection has been conferred under the immigration and refugee protection Act
7. Legally entitled to work according to relevant provincial legislation and regulation.

To apply, please email your resume to Catherine Chan or Loraine Chan