



# WEST VANCOUVER BAPTIST CHURCH

---

## Summer Program Intern

### Work Tasks and Responsibilities

#### General

- These 8-week positions will be geared towards younger students (e.g. those graduating high school in June 2009). They will be included in the collaborative team with the Children's Minister, Early Childhood Director, and Summer Program Coordinators, taking roles suited to their interests, talents, and future goals. Interns will assist with all aspects of the Church's summer programs for children and youth, and be less focused on planning and coordinating.
  - Weekly Sunday School for Children (ongoing)
  - Weekly Friday Night Drop-in for Youth (ongoing)
  - Training Camp for teen-aged FTK leaders (July 7-9)
  - FTK Children's Morning Camp (July 12-16)
  - Training Camp for teen-aged Sontrek leaders (July 22-23)
  - Sontrek Daycamp for Children (July 26-30)

### Supervision / Mentoring

- All CSJ workers will work directly with and be accountable to the full-time Children's Minister. Supervision / Mentoring will include weekly team planning sessions as well as weekly one-to-one meetings with either the Children's Minister and/or Early Childhood Director.
- The Children's Minister is responsible for the positive development and education of elementary-age children. From her, the CSJ workers will receive mentorship from someone who has worked for many years as a teacher in the public school system, including time with special needs children. She also brings practical, personal experience as a parent of three grown children.
- This season the Children's Minister is assuming responsibility for the training, development, and care of young leaders within a positive youth development framework with the help of a coordinating team. From her, the CSJ workers will receive mentorship from someone with a degree in Education (major Special Education), ten years of teaching experience, training in psychology: including family systems theory, as well as multiple years of practical experience working with youth and their families.
- We are committed to ensuring that interns are provided with the necessary resources, support and training to fulfill their roles with competence and safety.

### Employability Skills

- The CSJ workers will gain and develop skills specific to education, social services, and children's and youth work. They will have opportunity to work directly with children, youth, and families from a variety of backgrounds and ethnic groups, exploring ways to meet their educational and personal needs.
- They will also have the opportunity to develop a number of more general and transferable employable skills. These will include: interpersonal relations, working as part of a team, servant leadership, time management, etc.

### Health & Safety

- We have a demonstrated commitment to health in the workplace. Staff members are encouraged to maintain balance between their personal and professional lives and to strive after health and wholeness in all aspects of life: physical, emotional, spiritual, relational, etc.
- The office environment is one of personal and physical safety. Staff interactions are friendly and professional and we ensure that new staff are welcomed and feel included. The facilities and grounds are maintained with high standards by a full-time and available caretaker.
- The CSJ employees will be sent for first-aid training upon commencing their position and join a team of staff and volunteers who are already trained. We require new staff to read health and safety awareness brochures, plus we educate regarding fire safety and safety awareness programs specifically involving children.