



Summer Program Coordinator

Work Tasks and Responsibilities

General

- To form a collaborative team with the Children's Minister and Early Childhood Director, taking roles suited to their interests, talents, and future goals. The team will be responsible for planning, coordinating, and leading all aspects of the Church's summer programs for children and youth.
 - 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)

Sunday School for Children

- As needed, the Canada Summer Job (CSJ) participants will assist with Sunday morning activities and related administrative duties. These will include some or all of the following: recruiting volunteers, communication with volunteers and parents, developing and delivering curriculum, and building relationships with children & families.

Friday Night Youth Drop-in

- CSJ Participants will assist with Friday night drop-ins at the church: building relationships with teens (13-19), facilitating discussions around age-appropriate issues, and leading games and other activities. There will be opportunity as well to assist in outreach in the wider community.

FTK Training Camp

- CSJ Participants will take leadership roles in this week long camp for the teen-aged volunteer staff of the FTK morning camp which takes place the following week. The training camp will include teaching on leadership development, one-to-one mentoring, team-building activities, and practical service opportunities focused on preparing for the FTK camp. The teens who attend will be equipped to take roles of responsibility in FTK and will need ongoing supervision and support from the CSJ workers.

FTK Morning Camp

- CSJ Participants will fill key leadership positions in the church's FTK morning camp, coordinating teen and adult volunteers. The camp requires leaders for each department (e.g. music/drama, recreation, lessons, crafts, etc). In conjunction with the Children's Minister they will plan appropriate activities, develop lessons, music, dramas, etc. for 120 to 150 elementary and pre-school age children in their area of leadership. This camp is offered to all children in West and North Vancouver, and has been running for over 25 years (under its original name: VBS).
- They will assist in the planning and marketing for this camp, including production of posters, leaflets and registration materials. They will distribute same, promote programs at community events, and assist at registration days.
- They will continue to relationally support and supervise the teen-aged staff to carry out their responsibilities with the children, including leading morning meetings to address challenges and celebrate successes. They will also coordinate and supervise afternoon activities 3 of the 5 days of FTK week for the teen-aged staff.

SonTrek Training Camp

- CSJ Participants will plan and take leadership roles in this 2-day camp for the teen-aged volunteer staff of the SonTrek Day Camp. The training camp will include teaching on leadership development, one-to-one mentoring, as well as time for brainstorming and developing programming for the Sontrek camps (games, lessons, crafts, activities).

SonTrek Adventure Day Camps

- CSJ Participants will develop, coordinate, and lead an urban day camp for 25 elementary-aged children. They will design camp theme, and develop brochures and promotional materials which they will distribute. They will lead the teen volunteer staff to carry out the programming, and will mentor and support them in their roles as helpers and small group leaders.
- They will ensure the safety of the campers on their outings to educational and recreational spots in the Lower Mainland, as well as during the activities on campus.
- In advance of the camp, they will be responsible for deciding the off-campus destinations, and for booking appropriate transportation and tickets for the group.

Supervision / Mentoring

- The 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 the 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.
- CSJ participants will be empowered to take initiative, make important decisions, and provide important leadership to others, all within the context of a supportive and caring environment. We are committed to ensuring that they 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, administration, marketing, time-management., giving and receiving mentorship, 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.