** Employment Opportunity –**

**Administration / Programming Assistant**

**Summer Student Position**

**Purpose of the Position:**

The focus of this salaried summer position (**35 hours per week @ $13/hr**) is to provide an opportunity for a summer employee to gain experience in summer programming within children’s ministry and in the area of office administration.

**Position Description:**

The person recruited for this position will be involved in various aspects of programming for **seven** weeks’ duration (**July 4 – August 26**).

This would include:

* Provide leadership during summer camp activities for elementary aged children.
* Assist with GraceKidz elementary and preschool weekly programming.
* Attend Alberta Church of God Children’s Camp (July 17-21) in Alix, AB
* Provide administrative assistance for general office duties
* Assist with general facility operations including light maintenance tasks
* Recruit and work alongside volunteers.

**Position Qualifications:**

1. Knowledge: Basic computer skills
2. Interpersonal: Must enjoy working with children and youth, possess good time management and organizational skills, be flexible, reliable, and work effectively with volunteers and staff.
3. Education: Applicants must be full time students (enrolled in high school or post-secondary) who are returning to full time school in the fall.
4. Qualifications:Applicant must meet all Canada Summer Job Grant requirements.

**Accountability:**

This person will report to the Director of Operations.

If you are a person who:

* enjoys working with people of all ages – especially children
* if you are dependable and enjoy challenges
* if you are pursuing a call to ministry or a vocation with children

We would encourage you to prayerfully reflect on if this position may be for you. Please send your resume to [luanne@gracepointchurch.ca](mailto:luanne@gracepointchurch.ca) or contact the church office with any questions at (780) 466-8290.

**Job position available pending approval of Canada Summer Jobs Grant.**