

Employment Opportunity – Recreation & Program Coordinator

Purpose of the Position:

The focus of these salaried summer positions (**32 hours per week @ \$ 17/hr**) is to provide an opportunity for **two summer employees** to work as a team to intentionally engage our community children and youth. This will be achieved through our outdoor recreation programming both onsite and at Deer Valley Meadows for Kids Camp & Youth Camp.

Position Description:

The persons recruited for these positions will be involved in various aspects of programming for a **14-week** duration **starting May 21st**.

The focus of these positions will be developing and coordinating SHiNE, This program will run throughout August as a drop-in program and will include morning and afternoon programming 3 days/week (Tuesday, Wednesdays & Thursdays). This initiative involves considerable creative development and planning. This position includes leading as counsellors at Deer Valley Meadows Camp for Kids Camp & Youth Camp in July. They will assist and plan Sunday Morning children's programming and assist with youth events as scheduled.

This would include:

- Assist with Gracekidz and Youth Wrap-Up (June)
- Develop SHiNE program plan including activities, budgeting, volunteer recruitments for SHiNE program
- Assist with planning and Preparing for DVM Camps as needed
- Must be available to attend and counsel at DVM Kids Camp (July 15-19) and DVM Youth Camp (July 21- 26).
- Collaborate with the Children's Pastor on program logistics and safety considerations.
- Lead and supervise SHiNE program activities (August)
- Engage Grace Point volunteers in delivering and/or participating in community engagement activities
- Administer program supplies and resources within budget restraints
- Lead the Set up and take down for SHiNE
- Maintain records and follow check-in procedures as applicable for all program participants
- Regular participation in staff meetings and leadership development opportunities including meeting with assigned staff mentor
- Assist with planning, preparation and leading in Summer Gracekidz programming (July & August)
- General administrative tasks
- Time-allowing, this position may also be assigned responsibilities relating to other youth, children, or family programming at Grace Point.

Position Qualifications:

1) Knowledge: Good computer and digital skills

2) Interpersonal:

- Must enjoy working with children
- Possess good time management and organizational skills
- Be flexible, reliable, and work effectively with volunteers and staff.
- Able to lead enthusiastically and motivate others.
- Able to communicate effectively verbally and in writing.
- Able to navigate and resolve conflicts with support from other staff members
- Exercise good judgement and represent Grace Point positively in interacting with others.

- 3) Experience: Preference will be given to applicants who have education and experience working with children and teens.
- 4) Qualifications: Applicant must meet all Canada Summer Job Grant requirements and be between the ages of 15 - 30. Current enrollment as a student is not a requirement. First aid certification is as asset, but not a requirement.

Accountability:

This person will report to Pastor Sarah or designate.

If you are a person who:

- enjoys working with people of all ages – especially children
- if you are dependable and enjoy challenges
- can think creatively
- enjoys spending time outdoors with others

Please apply through the link in the weekly church email, the link on the GPC church website by **April 29th, 2024**. Contact the church office with any questions at (780) 466-8290.