

Employment Opportunity – Community Program Coordinator

Purpose of the Position:

The purpose of these salaried summer positions is to provide an opportunity for **three 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. There will be 1 lead coordinator position and 2 team members, know as coordinators.

The persons recruited for these positions will be involved in various aspects of programming for a **9-week** duration **starting June 23RD (until August 25th)**. Applicants must be available on Sundays, as well as the weeks of camp as stated below. This salaried position is for **30 hours per week** with a starting wage of **\$16.50/hr.** and may be increased based on the applicant's education and experience up to a max \$18.00/hr. There are 2 positions available.

Position Description:

The focus of these positions will be developing and coordinating SHiNE, This program will run throughout July and 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 (if applicants are 19+) in July. They will assist and plan Sunday Morning children's programming and assist with youth events as scheduled.

This would include:

- 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 13-17) and DVM Youth Camp (July 19- 24). ****Applicants 15-18 are not eligible to counsel at youth camp.**
- Lead and supervise SHiNE program activities (July & August)
- 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 & CPR certification is as asset, but not a requirement. Access to reliable personal transportation/ a vehicle 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, or the link on the GPC church website by **May 12th, 2026**. Contact the church office with any questions at (780) 466-8290.