

Employment Opportunity – Community Program Lead Coordinator

Purpose of the Position:

The purpose of this salaried summer position 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 (SHiNE) both onsite and at Deer Valley Meadows for Kids Camp & Youth Camp.

The person recruited for this Team Lead position will be involved in various aspects of programming for a **14-weeks** duration **starting as early as May 19th**. For this position the coordinator will be working closely alongside Pastor Sarah (for May and June) and lead the 2 community program coordinators and programs (for July and August).

This salaried position is for **32 hours per week** with a starting wage of **\$18.00/ hr.** and may be increased based on the applicant's education and experience (up to a max \$20/hour). Applicants must be available on Sundays, as well as the weeks of camps as stated below.

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:

- 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 13-17) and DVM Youth Camp (July 19- 24).
- Collaborate with the Children's Pastor on program logistics and safety considerations.
- Lead and supervise SHiNE program activities (July & 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 & 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, the link on the GPC church website by **May 1st, 2026**. Contact the church office with any questions at (780) 466-8290.