



Malvern Baptist Church has openings for the following positions:

- Community Program Director X 1 position (hourly rate is \$15.25)
- Education Program Coordinator X 2 positions (hourly rate is \$14.75)
- Education Program Assistant X 3 positions (hourly rate is \$14.25)

Applicants must:

- Aged 15 to 30 years old by June 28, 2021
- Be a full-time student and will be returning to school in the following term
- Enjoy working with children
- Familiar with ZOOM or other on-line streaming programs
- Self-motivated, enthusiastic and a team player
- A passion to serve

Responsibilities:

- Conduct the Zoom based virtual summer camp curricula from July 19 to July 31
- Assist in the Zoom based virtual Sunday School (or physical Sunday School when circumstance allows) every Sunday
- Plan and execute on-line / in-person community programs including tutoring class, interest club in August
- Plan and execute "Bedtime Stories Program" for toddlers weekly from July to end of August

Assets:

- Have working experience with children between the ages of 4 to 12 years old
- Experienced in teaching in Bible camp or Sunday School

Hours of work: 14 hrs. (average per week) and some volunteer hours may be required

The work schedule will be discussed during interview

Period of Employment: Jun 28, 2021 – October 31, 2021 (18 weeks)

Application deadline: May 17, 2021

**All interested parties to email resume and a covering letter to Malvern Baptist Church at [admin@malvernchristian.ca](mailto:admin@malvernchristian.ca).**

We thank all applicants, however, only those candidates to be interviewed will be contacted by phone or via email.

\*\*\*All positions are jointly funded by the Federal Government under the Summer Job Program and by Malvern Baptist Church.

## **COMMUNITY PROGRAM DIRECTOR**

### **JOB RESPONSIBILITIES**

#### *Leadership and Planning:*

- Work with assigned Children Department representatives in detail summer program planning tasks
- Provide on-site support and supervision of all summer workers and youth volunteers

#### *Content Preparation:*

- Plan and acquire teaching materials for all events, i.e. summer bible camp, Sunday school, bedtime stories for kindergarteners and toddlers, activity camp as well as other programs as directed
- Identify, prioritize and recommend materials and equipment needed for children's events

#### *Event Execution: (depending on pandemic situation, events could be conducted in either in-person, Zoom based or in hybrid mode)*

- Work with Summer Program Coordinator, Program Assistants and youth volunteers in planning, and running
  - Summer Bible Camp activities between July 19 to July 31
  - Sunday School activities every Sunday
  - Bedtime Stories sessions
  - Activity Camp sessions
- Plan and supervise all classroom practices and preparations whenever necessary and appropriate, i.e. room decoration, lesson plans, daily schedules, routines, and transitions to assure their adherence to MBC Children Ministry expectations
- Plan and supervise all teaching materials acquisition and preparation, i.e. craft preparation, game preparation, online activities, visual presentations and in person activities (if feasible)
- Plan and supervise all events, rehearsals and debriefings
- Plan and supervise all singing, story time, content delivery, arts and crafts, games and activities as well as in-class discussions
- Supervise and oversee class disciplines
- Plan, supervise and participate in summer events, rehearsals and debriefings
- Work with assigned Children Department representatives and fellow summer workers to execute programs to collaborate with participants' parents
- Provide technical support when required

#### *Administrative Tasks:*

- Attend training sessions, staff meetings, and parent meetings as requested
- Record and monitor participants' attendance in all programs
- Provide feedbacks and observations on summer programs and participants to Children Department representatives and fellow summer program workers regularly
- Provide work related feedbacks and observations to fellow summer program workers when necessary
- Work with Children Department representatives to prepare MBC facilities for Children Ministry reopening

#### *Other Tasks:*



- As assigned by assigned Children Department Representatives

### TERMS OF ENGAGEMENT

- Report to assigned Children Department Representative(s), who would oversee the MBC's entire Children Summer Program
- 18 weeks part time position, from 2021/06/28 to 2021/10/31
- On average 14 hours per week @ \$15.25 per hour, and some volunteer hours may be required

### OTHER ENGAGEMENT REQUIREMENTS

Must comply with and adhere to

- Malvern Baptist Church's Statement of Faith
- Malvern Baptist Church's Protection of Vulnerable Persons Policy