



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.

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.



EDUCATION PROGRAM COORDINATOR

JOB RESPONSIBILITIES

Content Preparation:

- Prepare 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
- Prepare and setup equipment needed for children events

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

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

Administrative Tasks:

- Attend training sessions, staff meetings, and parent meetings as requested
- Record participants' attendance in all programs as directed
- Provide feedbacks on singing, story time, crafts, and discussions. Report findings to Children Department representatives and fellow summer program workers and volunteers regularly
- Work with Children Department representatives and Program Director to prepare MBC facilities for Children Ministry reopening

Other Tasks:

- As assigned by Program Director and Children Department Representatives

TERMS OF ENGAGEMENT

- Report to Community Program Director
- 18 weeks part time position, from 2021/06/28 to 2021/10/31



- On average 14 hours per week @ \$14.75 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