



Malvern Baptist Church has openings for the following positions:

- Education Program Coordinator X 1 positions (hourly rate is \$15.50)
- Education Program Assistant X 3 positions (hourly rate is \$15.00)

Applicants must:

- Aged 15 to 30 years old by June 30, 2022
- 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 summer camp curricula from July 18 to July 29
- Conduct Sunday School every Sunday
- Conduct the Activities camp curricula from August 15 to August 19
- Plan and execute "Bedtime Stories Program" for toddlers weekly

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: 35 hrs. (average per week) and some volunteer hours may be required
The work schedule will be discussed during interview

Period of Employment: July 4, 2022 to August 21, 2022 (7 weeks)

Application deadline: June 19, 2022

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.



PROGRAM ASSISTANT

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's 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 Coordinator and youth volunteers in running
 - Summer Bible Camp activities (between July 18 to July 29)
 - Sunday School activities every Sunday
 - Bedtime Stories sessions every Friday
 - Activity Camp sessions (between Aug 15 to Aug 19)
- 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
- Work with all teaching materials, i.e. craft preparation, game preparation, online activities, visual presentations and in person activities (if feasible)
- Lead singing, story time, content delivery, arts and crafts, games, activities, presentations as well as in-class discussions as directed
- Oversee class disciplines
- Setup and participate in summer events, rehearsals and debriefings
- Setup and run Zoom sessions and provide technical support
- 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 and observations on summer programs and participants to Children Department representatives and fellow summer program workers regularly
- Work with Children Department representatives and Program Director to prepare MBC facilities for Children Ministry reopening (if appropriate)

Other Tasks:

- As assigned by assigned Program Director



TERMS OF ENGAGEMENT

- Report to Program Director
- 7 weeks full time position, from July 4 to Aug 21
- 35 hours per week @ \$15.00 per hour for a total of \$525.00 per week

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