



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](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.



## **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'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 Assistants 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)
- 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



## TERMS OF ENGAGEMENT

- Report to Program Director
- 7 weeks full time position, from July 4 to Aug 21
- 35 hours per week @ \$15.50 per hour for a total of \$542.50 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