



Malvern Baptist Church (MBC) Job Posting:

2026 Summer Bible Programming Coordinator (Two Positions)

Where: Malvern Baptist Church, 185 Milner Ave., Scarborough ON, M1S3R1

Work Term: Tuesday August 4, 2026, to Sunday August 23, 2026 (Including Sundays)

Term pay: \$1988.80 (\$17.60 per hour, 113 hours total)

Leadership and Planning:

Overseeing and leading Summer Camp and some Sunday Morning programming with direction from the MBC Children Pastor and MBC Children Ministry representatives

Content Preparation: Work with the MBC Children Pastor and the other Summer Bible Programming Coordinator to prepare for camp and some Sunday church programming:

1. Identify, prepare, and oversee lessons, materials, and activities for children's programming **including leading organized Bible lessons for children JK to G5**
2. Train and lead youth and adult volunteers in Summer Camp activities
3. Supervise classroom and safety practices in accordance to MBC Children Ministry expectations during camp and Sunday morning programming
4. Supervise and participate in all events including set-up and tear-down of program operations, trips outside the building, building clean-up, and debriefings with helpers
5. Provide technical support when required

Administrative Tasks:

1. Prepare and lead portions of training sessions; initiate and facilitate summer helpers' meetings and parent meetings when necessary
2. Record and monitor participants attendance in all programs; note and address behaviour or situations that requires further attention
3. Provide feedback and observations on summer programs and participants to MBC Children Pastor and representatives and summer program volunteers regularly

DEADLINE FOR APPLICATION: Friday May 1, 2026

Interested candidates can send their cover letter and resume to Pastor Derek Wong at

derekw@malvernchristian.ca