

Children's Programming Facilitators (2 Positions)

Duties and Responsibilities

Plan, prepare for, offer leadership during, evaluate, and help with clean up from a Children's Summer Program.

- With direction from Kid's Week planning team prepare activities for programming
- Offer supervision for and support of children during programming
- Help with cleanup following programming
- Contribute to evaluation of programming

Plan, prepare for, offer leadership during, evaluate and help with clean up from Intergenerational/Interfaith Music Program

- In consultation with contract music resource person and supervisor, oversee programming logistics
- Offer support as needed to resource people during music program
- help with cleanup and evaluation following music programming

Plan, prepare for, offer leadership during, evaluate, and clean up from Sunday morning children or nursery programming

- In consultation with supervisor decide on and prepare for weekly Sunday morning programming
- Offer leadership to and support for children / toddlers during programming
- Setup and cleanup of space on a weekly basis

Work with Community Meal Ministry Team to ensure provision of monthly community meal

- Under the direction of Community Meal Coordinator help with setup, preparation, serving, and cleanup for community meal

In consultation with supervisor prepare resources for ongoing Children's Ministry

- Ensure current Godly Play stories are complete and located in their appropriate places, refreshing stories as needed
- Create new Godly Play stories as needed for upcoming programming

Offer support to Syrian Refugee Committee

- If those we are applying to support have arrived or do arrive during this employment contract offer family support as they become familiar with the Canadian context

Other duties time permitting may include

- in consultation with volunteers or custodian support in general tidying/cleaning pieces around the facility
- in consultation with volunteers support in care of outdoor spaces (gardening, ...)

Gifts and Skills

- experience with and passion for working with children of all ages
- flexibility in working with a variety of volunteers
- ability to “team” well with a colleague, as there will be two summer positions, as well as to work independently
- willingness to take direction from and offer feedback to others in an appropriate manner
- familiarity with United Church theology and practise
- a criminal records check will be required for this position

Terms of Work

- this position will begin June 2017 and end by August 27th 2017
- 30 hours per week (flexibility of when hours will need to be worked is to be expected and will include Sunday mornings on a weekly basis)
- the hourly rate for this position is \$10.85 plus mandatory benefits
- applicant must be at least 16 years of age
- as this is a Canada Summer Jobs Grant position the applicant must be planning to attend school in the fall and meet the other requirements named by the government (See Service Canada website)

Supervision

Primary supervision will be provided by Crossroads’ ministry staff. Volunteer leaders will also provide support and direction as needed during programming time. Students will meet with primary supervisors on a formal basis for approximately 30 minutes per week as well as informally throughout their time of employment as is helpful.

Please submit a cover letter indicating why you’re interested in this position and your resume to Crossroads United Church attention: Student Summer Job Search by May 28, 2017

Submit application to:

Gabrielle@crossroads-united-church.ca

Crossroads United Church

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