

2017 Summer Program Coordinator Grace United Church

The position of Summer Program Coordinator is a 6-week employment contract. Employment begins on Monday, July 3, 2017 and runs for six weeks through to Friday, August 11, 2017. The Summer Program Coordinator will work Monday to Friday for 30 hours per week and be remunerated at minimum wage (\$11.00/hr).

Requirements:

The successful applicant will:

- Have completed a minimum of one year of secondary education.
- Have experience with and a demonstrated commitment to children's programming.
- Be discerning/considering a career that intersects with children and youth programming.

Responsibilities:

The Summer Program Coordinator will work with the Summer Theatre Director to:

- Create and deliver a summer recreation program for children ages nine to thirteen.
- Work with a team of youth to create and deliver a weekly children's recreation program.
- Ensure that the health and safety of program participants is not compromised during any program activity.
- Submit a summer-end program report and booklet of resources created.

Accountability:

The Summer Program Coordinator is accountable to the Christian Development Committee for programming, and to the Ministry and Personnel Committee for employment related issues. Under the direct supervision of the Christian Development Minister, the Summer Program Coordinator will plan and deliver a children's program. The children and youth participating in this program will place their trust in the Summer Program Coordinator. As such, the Summer Program Coordinator will be subject to a complete screening process as outlined in *Faithful Footsteps: Screening Procedures for Positions of Trust and Authority in the United Church of Canada*, which includes furnishing a current police records check.