

Summer Employment Opportunity for 1 Students

Position: **Community Life and Children's Activity Worker**

Location: Grace Presbyterian Church, 1220 Old Tenth Line Rd., Orléans, 613-824-9260

Hours: 30 to 32 hours per week for 8 weeks, flexible schedule: starting June 24, 2025 (flexible start date)

Salary: \$17.20 per hour funded by a Canada Summer Jobs grant

Eligibility: Must be between 15-30 years old, preferably with experience leading children's programs

Tasks and responsibilities:

- Coordinate and implement a Vacation Bible Camp (VBS) and assist with the outcome assessment.
- Develop and distribute promotional material to advertise the VBS and other children's programs.
- Develop and implement a children's program to be run during worship services with coordinating crafts and/or activities.
- Provide for the physical, emotional and spiritual needs of children in our care.
- Coordinate and plan inter-generational social and fundraising activities .
- Assist with community outreach and fundraising opportunities.
- Perform some administrative duties including answering email, filing and taking phone messages.
- Possibly assist with outdoor maintenance that may include cutting the grass or leaf blowing.

Qualifications:

- Commitment to the doctrine, vision, purpose, and statement of faith of Living Faith Bible Church.
- Love for the Lord lived out in life.
- Strong administration and communication skills with all ages.
- Experience in leading and teaching youth and children.
- Self-starter, creative, joyful, energetic team player.
- Technical skills including web meetings, creating and sharing videos
- Must have an updated police records check.

Supervision plan and mentoring plan:

The successful candidates will receive ongoing mentoring under the supervision of the Communications Coordinators, an experienced Sunday School teacher and other adults involved in children's ministry.

Closing date for applications: May 15, 2025

Send applications to: Donna Dawson
Director & Co-Communications Coordinator
Living Faith Bible Church
Email: donnad@livingfaithbiblechurch.ca

Please have **references** available on request.