

Children's Program Planner: Day Camp, Sunday School & Eco Fair (Calvin United Church)

Location: Pembroke, On.

Hours: 12/wk

Duration: 23 Weeks

Hourly rate: \$15.00

Contract Start Date: June 14th, 2021

Contract End Date: Nov. 19th, 2021

Application Closing Date: Tuesday, June 8th, 2021

Calvin United Church

Calvin United Church is looking for two highly motivated individuals between the ages of 18-30 who can demonstrate excellent research and teamwork skills, who are able to help us create programming for the community and our community of faith on Zoom and in person (dependent upon COVID-19 Public Health Guidelines). The successful candidates would need to have the ability to communicate efficiently and professionally with members of the community through phone, email, and zoom; to collaborate with shareholders and trustees; to problem solve, and be creative and adaptable. Additional assets would include English/French bilingualism, and a familiarity with the United Church of Canada/Christian faith.

CAMP AWESOME Tasks & Responsibilities:

- Responsible for CAMP AWESOME programming, including training and overseeing of Senior Staff with the help of and under the supervision of the CAMP AWESOME Leader, Network and Minister, Youth and Young Adults (YAYA) EOR.
- Along with CAMP AWESOME Leader be responsible for creating the camp themes and overseeing the development of program materials based upon the themes.
- Develop and support CA Crew in each Camp Awesome site and special projects.
- Co-Host Online camp programming.
- Communicate with staff regularly throughout the summer to help build positive working relationships and foster teamwork.
- Help plan and host staff outings and team building events over July and August.
- Meet weekly (or more frequently) with Camp Leader and Mentors on all CAMP AWESOME activities.
- Follow CAMP AWESOME SAFE CAMP Protocols and incident reporting structure in conjunction with the Minister, YAYA EOR.
- Help promote CAMP AWESOME through social media platforms (Instagram & Twitter) and maintain staff email portal for information updates (gmail account).

- Maintain communications with Minister, YAYA EOR.
- Assist Camp Leader in liaising with CAMP AWESOME Host Sites and setting up the annual camp
- Assist in developing new forms of CAMP AWESOME (French, rural etc.) to meet the needs of the Communities of Faith within EOR.

SUNDAY SCHOOL Tasks & Responsibilities:

- Co-Host weekly children's virtual Sunday School online.
- Engage and assist in facilitating United Church children's Programs.

ECO-FAIR Tasks & Responsibilities

- Prepare and facilitate child/youth programming at the Eco-Fair (September 2021).

Skills & Assets

Communication Skills

- Communicate efficiently and professionally with members of the community both verbally (phone) and written (email).

Digital Skills

- Proficient in hosting and using Zoom platform for meetings
- Proficient in Windows OS and MS Office
- Proficient in Social Media (Tik Tok, Instagram, Facebook (Messenger))

Teamwork Skills

- Problem solving
- Collaboration with shareholders and trustees
- Ability to lead and take direction when needed
- Initiative on tasks and sharing of resources
- creative and adaptable

Assets

- Familiar with United Church of Canada theology
- Bilingual

*Please email a resume and cover letter to Dana Ducette dducette@united-church.ca with the subject: **Calvin United Church – Children's Program Planner***