

Position Profile

Southwood Church

Position Title:	Program Coordinator (KidMin & YouthMin)
Reports to:	Lead Pastor
Position Category:	Support
UCC Stream:	Lay Employee
Position Type:	¾-time; Contract
Hours of Work:	30 hours/week – flexible hours, including Sunday mornings, some evenings, and full days the week of VBS (dates TBC), to meet the position's needs
Wage Structure:	Hourly

Position Overview

This position is a short-term, Summer contract, developed to provide program support, leadership, and collaboration in the areas of Children's and Youth ministry.

Required Qualifications & Experience

- Computer skills (including proficiency with MS Office);
- Written and oral communication skills;
- Familiarity with cloud-based platforms/tools and/or the ability to learn new collaborative systems quickly, with training provided;
- Interpersonal skills and a proven history of working with all age groups, but primarily with children and youth;
- The ability to work independently on assigned tasks;
- The ability to write and edit documents;
- The ability to lead others as necessary, including volunteers;

Position Responsibilities

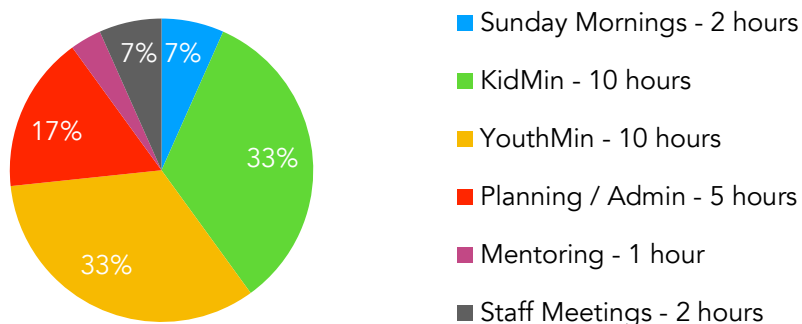
General Responsibilities (All Staff)

- Participate in the life of the congregation (e.g., attendance at worship services, church events, small groups, outreach initiatives, fundraisers, etc.);
- Regularly promote and communicate using the language of the Church Practices ("Pursue Christ; Care for Others; Give Generously; Build Relationships; Participate in God's Work");
- Submit regular written reports on ministry activities/hours worked in a format and at a frequency determined by the Lead Pastor and/or M&P;
- Attend all scheduled staff meetings;
- Follow all health and safety protocols implemented by the Church Council and applicable government health authorities.

KidMin & YouthMin Responsibilities

- Teaching/leading KidMin programming on Sunday mornings, under the direction of the Children & Families Pastor;
- Managing volunteers, planning & preparation program, and coordinating communication streams for the lead-up to and week of Vacation Bible School (August 17–21), in collaboration with the Children & Families Pastor;
- Collaborating with the Youth & Young Adult Minister to plan and run summer youth events, retreats drop-in times, and/or other experiences;
- Providing administrative support to the Youth & Young Adult Minister in developing Fall programming calendars/bookings/long-range planning, etc.;
- Collaborating with the rest of the staff team to provide summer event assistance.

Division of Time (Weekly Estimate)



Remuneration & Benefits



Wages

\$15.25 per hour for actual hours worked (time sheets required)



Vacation

This position will receive 4% of gross earnings each month in lieu of time off.



Study

N/A



Benefits

N/A

Lines of Accountability

This position reports to the Lead Pastor of Southwood United Church, but will also take day-to-day direction from the Children & Families Pastor and the Youth & Young Adults Minister, and is accountable to the Council through the Ministry & Personnel Committee on all matters to employment-related matters (contract, remuneration, and other personnel matters).

Terms of Employment

The Manual, UCC Employment Guidelines, the Canada Summer Jobs Agreement/Guidelines, and any relevant Provincial Legislation shall be used as terms of employment for this position.

The successful candidate will be required to undergo and submit a current Criminal Records Check (including Vulnerable Sector), in accordance with the church's Duty of Care Policy. S/he will also be required to provide proof of full vaccination against COVID-19.

How to Apply

To apply, please submit an application via email (jobs@southwoodchurch.ca) or by dropping it off in person at the Church Office in a confidential envelope. The application period will be from May 2, 2022 – May 16, 2022. Interviews will be held immediately and the position will begin Monday, June 6, 2022.