

Community Event and Summer Camp Co-Director

Positions available: Up to 3

Supervisor: Pastor of Community Engagement

Length of Time: Up to 16 weeks, up to 40 hours a week

Wage: \$16.00 per hour

Hours of work: Sundays are mandatory, other hours will be completed as per programs. Weekend and evening work required.

Vacation Week: Aug 1 - 7, 2022

Start date: May 2, 2022

End date: All hours to be completed by August 28, 2022

Our summer internship position is designed to give you a hands-on summer ministry experience working at a gospel-focused Church. You will be part of the ministry team at Forward and will plan, participate in, and/or lead in a variety of ministry settings. This internship is more than just running kids camps, it is designed so you will grow in Christ, seek to glorify God with your life and future pursuits, and be challenged to share the gospel. You will learn valuable skills as you grow in trusting God, working with a team, planning, and hard work. If you are interested in a rewarding and challenging summer this may be the position for you.

Requirements:

1. You must be a person who loves Jesus, loves the gospel, has a servant heart, is hard working, enjoys working with kids, works well in a team, loves the local church, is ready for an amazing summer and is ready to make it the best summer possible for others.
2. Pass a vulnerable sector police check
3. Be in agreement with Forward Baptist Church's statement of beliefs and policies

Health and Safety Training

The following certificate training will be provided to summer employees if required:

1. First Aid and CPR training
2. Ontario: Supervisor health and safety awareness in 5 steps - Certificate
3. AODA (Accessibility for Ontarians with Disabilities Act) - Certificate
4. Worker Health and Safety Training - Certificate
5. Workplace Violence and Harassment Training - Certificate

Supervision and Mentoring:

1. Meet regularly in person with your direct supervisor for feedback about work.
2. Meet weekly with church and summer staff for prayer, planning and discussion of ministry involvement.
3. Summer Intern and Staff book study
4. Meet multiple times in the summer with a mentor to provide coaching, encouragement, and feedback.

Responsibilities:

Summer Camps:

You will be responsible for 5 summer camps: including ensuring COVID protocols are in place and followed, planning, recruiting volunteers, registration of kids, directing, and implementing all aspects of the summer camp programs. Our camps will focus on kids in Jr Kindergarten to Grade 12.

Kids Camp - Primary	July 4- 8	9 am -12 pm	JK-6
Kids Camp - Secondary	July 11-15	9 am -12 pm	JK-6
Youth Camp - Primary	July 25 - 29	9 am - 4 pm	6 - 12
Youth Camp - Primary	August 8 - 12	9 am - 4 pm	6 - 12
Basketball Camp	August 15-19	9 am - 3 pm	6 - 10 11-12 Jr helpers

Jr. Youth Programming (Grade 3 - 6): Assist in the planning and running of our monthly Jr. Youth events for students in grades 3-6.

Children's Programming: Assist with children's programming for kids aged 0 - 12 on Sundays and at other times as needed. You will assist in preparing the children's ministry curriculum for the summer and fall. You will also spend time preparing a new stage design and program planning for the 2022-2023 Pa Day kids camps.

Other Ministry Opportunities in the Summer:

Participate in other ministries throughout the summer. These will be shaped by Covid restrictions at the times. You will also have an opportunity to use your gifts and skills that God has given you. Examples include:Worship Teams, Tech Ministries, leading Bible studies, discipleship, preaching, outreach, Ministry Appreciation Gala, Beach Hill Neighborhood Association events, and our Street Party.

Community Engagement

You will be responsible for planning and implementing the following events that will take place over the 4 months: Community Street Party, vendor table at local school Fun Fair, Ministry appreciation gala and others.

FoodBank

Assist with the monthly assembly, tracking and distribution of 70 food bags for people in the community.

Planning/Administration:

1. Bulletin and print material - work with our Communications Director in designing and producing various online and print materials. Ex. bulletins, postcards, large signs, etc.
2. Help with general office administration as needed. Ex, answering phones, doors, helping with mail, photocopying, etc.
3. Programs we use: G-Suite, Easy Worship, Church Management Software, Publisher, Illustrator. (Training will be provided as needed.)
4. Additional duties and responsibilities as needed

For additional info or to send resume with cover letter: Contact: Aaron Woodhouse, 647-230-8915 or aaron@forwardbaptist.com

We thank all applicants, however, only those candidates to be interviewed will be contacted.