



Employment Opportunity ~ Child & Youth Worker Summer Student

Term: As soon as possible (13 week summer term)

Job Summary:

The Child & Youth Worker Summer Student will support the ministry objectives of GMBC and function in a manner consistent with the ministry philosophies and objectives of GMBC.

Time Requirements:

This is a short-term position of 37.5 hours weekly. Our general office hours are 8:30am to 4:30pm Monday to Friday. For this position, Sunday is considered a work day. Alternative working hours may be required periodically to meet the requirements of the position.

Responsibilities:

- Plan and implement mid-week ministry for children
- Plan and assist events for Multiply
- Teach and lead according to abilities in Grant Kids on Sunday mornings
- Assist in set up and clean up each week
- Communicate with parents and volunteers in both written and verbal forms
- Assist Kids Ministry Associates with specified support tasks
- Coordinate Meetings/events
- Book Rooms/arrange set-up, request communication products, ministry opportunities, event guide, bulletin information etc.
- Ensure website has accurate and updated information for all Kids Ministry components, print all take home pages, prepare take home kids, in cooperation with the Family Ministry Team
- Develop materials needed to support weekly Kids Ministry
- Print curriculum and distribute to volunteers
- Process registration for new children: entered in Shelby, place in class, and welcome letter

Experience and Education Requirements:

- Some high school education or equivalent
- Specialized training in office support or administration would be an asset

Skills and Qualifications:

- Customer Service: A “people person” with a customer service orientation and effective interpersonal and communication skills;
- Detail Oriented: must have good attention to quality and detail;
- Time management: Strength in the ability to plan and prioritize multiple demands and tasks.
- Organized: Efficient in establishing systems to support ministry needs and varying functions; ability to resolve minor problems as they arise
- Communication Skills: Able to articulate and successfully deliver messages in both oral and written capacities;
- Confidentiality: Proven ability to use discretion in conversations and hold confidentiality.

Staff at Grant Memorial Baptist Church exemplify:

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Adherence to Doctrinal Statement of Faith & Lifestyle Commitment

Other:

- Attend general staff meetings
- Be available for other areas to support the successful ministry of the church
- Be able to interact with others and demonstrate the values of GMBC

Disclaimer:

- The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply:

Please send the following attachments to humanresources@grantmemorial.ca
Attn: Human Resources.

1. Resume
2. Cover letter
3. One pastoral reference
4. Please use 'Child & Youth Worker Summer Student' in the subject line of the email.

The applicants following the above requirements will be considered for this position.

The closing date: when position filled