

BETHANY K!DS COORDINATOR

Bethany Evangelical Missionary Church



Position:	Bethany K!ds Coordinator
Reports To:	Associate Pastor
Functional Area or Department:	Bethany K!ds
Workplace Classification:	Temporary full-time

THE PURPOSE.

The Bethany K!ds Coordinator contributes to the vision of Bethany EMC by providing support to the Bethany K!ds ministry and programs during the spring/summer months. The Bethany K!ds Coordinator plays a vital role in ensuring the department is organized, with all programs and events planned and executed effectively to maximize their impact.

THE HOURS.

Employment Period: May 6, 2024 – August 23, 2024

Total hours per week: 30

Work days: Sunday – Thursday

THE ROLE.

Assist in planning and leading children's weekly Bible program and youth's weekly Bible and social program by:

- printing and distributing materials;
- assisting with scheduling;
- observing the styles and techniques demonstrated by teachers in order to develop the ability to lead the teaching portion of the program;
- building appropriate, friendly relationships with the children.

Assist in leading the weekly community Tot Open Gym program by:

- helping set-up and put-away toys;
- welcoming adults and small children with friendly greeting;
- initiating and carrying-on friendly conversations with the adults, ensuring that no one feels excluded;
- building appropriate, friendly relationships with the children.

Assist in planning and executing week-long Summer Camp by:

- preparing online registration forms;
- preparing supplies and materials for camp activities;
- helping with secure drop-off and pick-up routine;
- leading portions of the camp program, as outlined by the curriculum;
- building appropriate, friendly relationships with the children.

Assist in implementing Community Events by:

- purchasing supplies and delivering to venue;
- attending event and making friendly conversation with any who attend, ensuring no one feels excluded.

Administrative tasks:

- maintain regular and consistent office hours;
- attend weekly Staff Meetings;
- assist planning bimonthly teacher/helper meetings;
- keep supply room neat and tidy, reporting on inventory lows.

Communication Tasks:

- check email and report to supervisor;
- promote all regular programs and special events on social media, following communication policies.

Other Duties

While working in this role, additional tasks and duties may be assigned, and will be at the discretion and direction of the Associate Pastor.

QUALIFICATIONS, EXPERIENCE, SKILLS, AND ABILITIES

Previous demonstrated experience serving in children’s ministry within a church

Previous demonstrated experience in administration and planning

Motivated self-starter who can identify tasks and work to their completion

Excellent written and verbal communication skills

Flexible, adaptable, and able to grasp new concepts quickly

Able to multitask, prioritize, and manage time effectively

Good knowledge of how Christian faith, life, and practice can be infused into the administration and planning of a Christian church or ministry

In performing their role, the Bethany K!ds Coordinator will be placed in a position of trust over vulnerable individuals. As such, a clear Vulnerable Sector Check, as well as completion of Plan to Protect training (provided by employer), are requirements of employment.

LOCATION

The Bethany K!ds Coordinator will perform their job junction on-location in the Bethany Church offices and is expected to attend and participate in staff meetings, church wide events/programs, church services, leadership training, and other meetings/events as required.

CONTACT

Interested candidates can submit a resume to admin@bethanyemc.ca. Bethany welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

**Hiring for this position is contingent on grant funding being successfully received through the Canada Summer Jobs program.*