

Job title: Summer Program Assistant

Hourly wage rate: \$15 per hour

Length: June 3– August 30, 2019, 30 hours a week

Tasks and responsibilities:

The Summer Program Assistant will:

1. Assist the Minister of Children, Youth and Young Adults in implementing the summer program for children and youth:
 - a. Plan and conduct Sunday programs in the summer, working directly with children and youth
 - b. Plan and participate as a youth leader in Messy Church, a program for children and youth with their families to explore the biblical themes through creative activities, celebration/worship and having a meal together.
 - c. Assist in meetings and field trips/outings of the junior and senior youth groups
2. Assist in the administration of the office
 - a. Assist the Office Administrator with the reception of members and visitors who call or come to the office ensuring a welcome and organized environment.
 - b. Assist the Office Administrator in the production of worship and communication materials, such as slide presentations, newsletters, posters, etc.
 - c. Act as the assistant liaison with multiple community programs including the 'Adult Day Program' for seniors run by the Vancouver Island Health Authority, Boy Scout and Girl Guide programs, a yoga program, etc.
 - d. Assist Committee Chairs in organizing volunteers to help with support projects such as finding drivers to pick up/take home elderly or limited mobility members for Church services, finding volunteers to help with projects related to support for the homeless (e.g. Our Place), the Cordova Bay United Church sponsored Syrian refugee family, etc.
3. Assist the chair of the Communication Committee to maintain and revise, as needed, the Cordova Bay United Church website and social media profiles.
4. Other relevant and appropriate duties determined through negotiation during the employment period.

Supervision plan

The Chair of the Ministry and Personnel will provide supervision for the Summer Program Assistant, (SPA), to ensure the SPA is supported and enabled to carry out the tasks and fulfill the responsibilities. The supervisor will meet with the SPA once a week at the church office. At the end of the project, the supervisor will conduct a formal performance evaluation with the SPA and will provide feedback.

Mentoring plan

The Minister of Children, Youth and Young Adults, the Office Administrator, and the Chair of the Communication Committee will be the mentors for the Summer Program Assistant, (SPA). The SPA will undergo a week of orientation and training/shadowing provided by the mentors. The SPA will work alongside one or both mentors on site daily. The youth and the mentors will set goals together in the development of core skills such as client service, team work, communication, digital skills, and leadership.

Health and safety practices in the workplace

The Summer Program Assistant will be provided with information on workplace hazardous materials by using web links and online or print resources.

The SPA will be provided with a security code to the building, will become familiar with all the entry and exit points of the building, and be informed of the emergency preparedness procedures. The SPA will be able to arrange to work from home, if necessary, when occasionally alone in the building. The SPA will become familiar with best practices and risk management when working with children and youth. The student will be informed of safety practices when working inside the building and in the outdoor area of the building. The SPA will be provided with protective clothing when working outdoors.

We are an inclusive community in which harassment, discrimination, and unhealthy work environments are not tolerated. Any report of incidents are immediately reviewed and, if required, remedies applied.

Revised: April 26, 2019 SC