

**Job title: Summer Program Assistant**

Hourly wage rate: \$16 per hour

Length: June 15– August 28, 2020; 30 hours per week

**Pre-Requisite Skills:**

1. Current Criminal Record Check
2. Able to work independently from home utilizing technologies to perform job requirements.
3. Able to adapt to work changes as requirements and recommendations related to COVID-19 change.

**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. (Currently this utilizes remote connection methods to work 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 and celebration/worship. Creativity and use of electronic methods to connect as a group are required.
  - c. Assist in meetings and events for the junior and senior youth groups within the requirements of physical distancing and COVID-19 recommendations.
2. Assist in the administration of the office
  - a. Assist the Office Administrator with the support of members and visitors who call or electronically communicate to the church office, ensuring a welcome, safe, and organized reception is provided.
  - b. Assist the Office Administrator in the production of worship and communication materials, such as slide presentations, newsletters, posters, videoconferences, video worship services, etc. utilizing Power Point, ZOOM and other computer-based programs.
  - 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. should these programs restart during the summer period.
  - d. Assist Committee Chairs in organizing volunteers and planning electronic events for multiple support projects and activities.
  - e. Support the ministerial team in providing spiritual support and services to the congregation and community, including but not limited to, video-taping, production of broadcast materials, maintaining the website, Facebook, and YouTube accounts. Make telephone contacts and ship materials to members who may be vulnerable, isolated and shut-in seniors.

3. Assist the Communication team to maintain and revise the Cordova Bay United Church website, online materials, and social media profiles, (e.g. YouTube and Facebook).
4. Use technologies such as web-based programs, Facebook and You Tube to create and conduct an environmental project, keeping within the guidelines of COVID-19 protocols required by government and the local health department.
5. 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 via ZOOM or other electronic communication tools. 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 provided by the mentors. The SPA will work with one or more mentors daily. The youth and the mentors will set goals together in the development of core skills such as client service, teamwork, communication, digital skills, and leadership.

### **Health and safety practices in the workplace**

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

The Cordova Bay United Church COVID-19 Protocol will be reviewed by the SPA. COVID-19 protocol requirements will be met to ensure a safe work environment. It is understood that flexibility will be required to follow the COVID-19 protocol requirements as they may change from time to time.

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 if the building is reopened. The SPA will work from home until COVID-19 requirements allow the reopening of the church office and 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 or as required, to meet COVID-19 protocol standards.

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: May 21, 2020 SC