

Job title: Programs Assistant, Cordova Bay United Church 2024 Canada Summer Jobs Program

Hourly wage rate: \$19 per hour or as negotiated.

Length: June 3– August 30, 2024; 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.
4. Computer skills, such as word processing, spread sheet, electronic mail, digital presentation programs (e.g., PowerPoint), electronic meeting programs (e.g., ZOOM).

Tasks and responsibilities:

The Programs Assistant will:

1. Assist the Minister and the Children and Youth Program Coordinators in implementing the summer program for children and youth:
 - a. Plan and conduct programs for children and youth, under the guidance of the Minister and Children and Youth Program Coordinators. Currently programs utilize in person and 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 biblical themes through creative activities and celebration/worship. Creativity and use of electronic methods to connect as a group are required.
 - c. Assist with meetings, including virtual, and activities for the junior and senior youth groups.
2. Assist in the administration of the Church office, working on-site and occasionally from home:
 - a. Support the Ministers, members of the church, and visitors via in person, email, telephone, and written communications.
 - b. Ensure a welcome, safe, and organized reception is provided.
 - c. Assist with general office management including filing, correspondence, ordering office supplies, record keeping, weekly announcement bulletins, etc.
 - d. Assist in the production and communication of worship materials, such as preparing print and electronic materials for services, live-streaming, and special events, weekly orders of service, PowerPoint presentations, weekly announcements, promotional materials, editing and graphics for worship services, etc.
 - e. Working with the Audio-Visual Team, assist with production of the live-streamed worship service including arranging props, script preparation, and posting to social media.
 - f. 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, community choirs, etc.

- g. Assist Ministers and Committee Chairs in organizing volunteers and planning events for multiple support projects and activities.
 - h. Support the ministerial team in their provision of spiritual support and services to the congregation and community, including but not limited to, live-streaming, production of audio-visual and in person materials, maintaining the website, Facebook and YouTube accounts, making telephone contacts and shipping materials to members who may be vulnerable, isolated or are shut-in seniors and being the initial contact for newcomers to the church building.
3. Assist the Communication team to maintain, revise, and update the Cordova Bay United Church website, online materials, and social media profiles, (e.g.: YouTube, Facebook).
 - a. Work with the Communication team to add upcoming events, important information, weekly reflections, church services, and announcements, videos, etc. to the website, YouTube, and Facebook pages.
 4. Plan and implement a food security project involving local food production. The purpose of the project is to teach children and youth about food security, growing food within the local environment, environmentally sound food growing methods, and environmental advantages of local food sources.
 5. Undertake a review of the Church's emergency preparedness procedures, equipment, and protocols. If required, revise and update the processes and develop communication tools for church building users.
 6. Work with Committee Chairs on special projects when needed and following discussion with the supervisor and mentors.
 7. Other relevant and appropriate duties determined through negotiation during the employment period.

Supervision plan

The Chair of the Ministry and Personnel will provide a supervisor for the Programs Assistant, (PA), to ensure the PA is supported and enabled to carry out the tasks and fulfill the responsibilities. The supervisor will meet with the PA once a week via electronical tools, telephone, or in person, depending on the needs of the PA. At the end of the project, the supervisor will conduct a formal performance evaluation with the PA and will provide feedback.

Mentoring plan

The Minister, the Office Administrator, the Children, Youth and Young Adult Coordinators, and the Chair of the Communication Committee will be the mentors for the Programs Assistant, (PA). The PA will undergo training and orientation provided by the mentors and supervisor and will work with one or

more mentors. 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 Programs Assistant, (PA), will be provided with information on workplace hazardous materials by using web links and online or print resources.

The PA 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 PA may sometimes work from home and if asked to do so, will be provided with a Church laptop.

The PA will become familiar with best practices and risk management when working with children and youth. The PA will be informed of safety practices when working inside the building and in the outdoor area of the building. The PA will be provided with protective equipment when working outdoors or as required, to meet health and safety standards.

We are an inclusive community in which harassment, discrimination, and unhealthy work environments are not tolerated. The PA is encouraged to report any concerns to the supervisor or mentors. Any report of incidents is immediately reviewed and, if required, remedies applied.

Revised: April 24, 2024, SC