



## RE: Summer Staff Applications 2023

Dear Potential Applicant:

Greetings from Encounter Church! Thank you for your interest in joining our Summer Staff to minister to families and the community around us in Amherstburg.

We are pleased to offer several positions this year subject to our acceptance to the Canada Summer Job Program, such as Summer Program Directors, and Summer Program Facilitators. Our summer staff will be responsible to plan and execute our summer programming with excellence while being flexible and innovative to reach children and families in new and creative ways, including going into the community for outreach events. Please see the job descriptions on our website for full details on each position. Positions and work hours are subject to change depending on our acceptance to the Canada Summer Jobs Program. Positions are available for all individuals between the ages of 15 to 29 years as of your start date.

### WEEK 1 – Mystery Island

Dates: **July 17- 21** |  
**9:00am-4:00pm**

Ages: For children Age 4 - Grade 8

Location: Encounter Church

### WEEK 2 – Mega Sports Camp

Dates: **August 14- 18** |  
**9:00am-4:00pm**

Ages: For children Age 4 - Grade 8

Location: Encounter Church

### WEEK 3 – Mega Sports Camp (Outreach Camp)

Dates: **July 31- Aug 2**

Ages: For children Age 4 - Grade 6

Location: TBD

*\*Subject to change*

## The Application Process:

### 1. Apply

- Apply online by filling out our online application form and uploading a resumé in PDF format at <https://encounteraburg.breezechms.com/form/summer2023>. Applications close on May 7th for Summer Program Director position and May 21st for Summer Program Facilitator position.

### 2. Contact

- Only applicants who are selected will be contacted for an in-person interview.

### 2. Interview

- Applicants will attend an in-person interview conducted by our Church staff.

### 3. Job Offer

- Selected Applicants will be contacted with a job offer.
- Applicants who were not selected will be contacted at this point to offer our regrets.

While we cannot hire every applicant, we do thank you for your interest. We are eagerly anticipating what God will do this summer through our staff and believing that we will find the right person for each job.

Sincerely, *Pastor Daniella Coombe*

(Children's Pastor)

## Summer Program Facilitators Job Description

### Objective:

The main goal of the Summer Staff is to assist Encounter Church with fulfilling the mission of providing ministry for children & families in Amherstburg by preparing and executing quality programming to reach kids with the Gospel message of Jesus Christ in fun, creative and innovative ways. Under the direction of the Children's Pastor, Assistant Pastor, and the Summer Director, the Summer Program Facilitator will be responsible to assist with preparing and executing the Summer Camp and other programs of Encounter Church. They will coordinate with the rest of the summer team to complete tasks in a timely manner and execute effective programming.

### Job Details:

- Full-Time, Temporary Position
- Anticipated Start Date: **Monday, July 3rd**
- Anticipated End Date: **Friday, August 25th, 2023**
- Hours: **32 Hours per week for 8 weeks on average** (specific schedule will vary)
  - Sunday [9am-12pm], Monday - Thursday [9am-4:30pm]\*
- Wage: \$15.50 per hour
- Due to the nature of the Canada Summer Job Grants, no vacation days will be given

*\* These items are by average. Each week your work hours will vary depending on the events planned for that given week (i.e. camp week, etc.).*

### Job Requirements:

Successful candidates must:

- Be at least 15 years of age (by the start date)
- Have their own way of transportation to/from work
- Have a passion for children/youth and providing Christian ministry for them
- Have enthusiasm and skills for teaching and leading activities with children
- Have excellent organizational, communication and people skills
- Be flexible with changes and willing to adjust on the fly
- Have the ability to be innovative and creative in all that you do
- Be successful at working in a team environment and communicating within a team

### Job Expectations:

Successful candidates are expected to:

- Be comfortable teaching the Bible and Bible-related activities
- Demonstrate integrity, grace and helpfulness toward other staff/volunteers
- Exhibit acceptance of all people involved in our programs despite differences
- Foster a sense of connection and community in all of your interactions
- Demonstrate respect in all of your interactions with others
- Complete the proper training for working with children



**Job Responsibilities:**

The Summer Program Facilitator shall perform all duties related to Church programming as assigned by the Pastoral Staff and the Summer Program Director, including (but not limited to):

- Assist on Sunday Mornings during our services on the Children's Ministry or Media Team
- Assist, Plan, and facilitate Hand and Heart Outreach Events
- Assist Pastoral Team with administrative duties
- Becoming familiar with each Camp theme, schedule, lessons and activities
- Preparing and leading camp activities, stations, etc.
- Assist with setting up and decorating the church and stations before each Camp
- Supervising, encouraging and supporting Camp volunteers
- Assist with special children's programming as assigned by Pastoral staff
- Assist with set up and tear down of all summer programming
- Participate in regular staff meetings and other debrief meetings

**To Apply:**

If you believe you are a good fit for those positions, please fill out our online application questions and then attach your Resumé with references in PDF format by **Sunday, May 21st, 2023.**

**Link to application:**

<https://encounteraburg.breezechms.com/form/summer2023>