



## RE: Summer Student Applications 2024

Dear Potential Applicant:

Greetings from Encounter Church! We hope you are doing well. Thank you for your interest in joining our Summer Staff to minister to kids and to the community around us in Amherstburg.

We are pleased to offer several positions this year, such as Youth Development Coordinators (Kids & Jr.High), Digital Marketing Coordinator, Community Programs Director, Community Recreation Coordinators, Positions are available for those who are at least 15 years of age at the start date to the age of 29. Our summer students will help us to execute our camps with excellence and will need to be flexible and innovative as they will be required to reach children in new ways, as well as going out into the community to do outreach events. Please see the job descriptions on our website for full information on each position. The basic details for our camps are as follows, please be aware that you must be present for the entirety of all camp weeks and work days as per Canada Summer Jobs.

### WEEK 1 – Stellar Space Camp

Dates: **July 15- 19** |  
**9:00am-4:00pm**

Ages: For children Age 4 - Grade 8

Location: Encounter Church

### WEEK 2 – Camp Firelight

Dates: **August 12- 16** |  
**9:00am-4:00pm**

Ages: For children Age 4 - Grade 8

Location: Encounter Church

### WEEK 3 – Jr.High Camp

Dates: **TBD**

Ages: For children Grade 5 to  
Grade 8

Location: Encounter Church

*\*Subject to change*

## The Application Process:

### 1. Apply

- Apply online by filling out our online questionnaire and uploading a Resumé in PDF format at <https://encounteraburg.breezechms.com/form/summer2024> by May 5th for all positions

### 2. Contact

- Only applicants who are selected will be contacted to continue the Application Process.

### 2. Interview

- Applicants who are asked to continue the process will be asked to book interview times.

### 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 this Summer and believing that we will find the right student for each job.

Sincerely, *Pastor Daniella Coombe*

(Children's Pastor)

## Community Programs Director 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, Youth Pastor, and Lead Pastor. The Community Programs Director role is integral to the vibrancy and connectivity of our community. During the summer, they will be in charge of a variety of outreach programs tailored for all age groups, fostering engagement, skill development, and meaningful connections. Responsibilities extend from planning diverse events to managing budgets and ensuring the success of each program, with a strong emphasis on creating opportunities for the community to unplug, learn new skills, and build lasting friendships.

### Job Details:

- Full-Time, Temporary Position
- Positions Available: 1\*
- Anticipated Start Date: **Tuesday, July 2rd**
- Anticipated End Date: **Friday, August 23rd, 2024**
- Hours: **35 Hours per week for 8 weeks on average** (specific schedule will vary)
  - Sunday [9am-12pm], Monday - Thursday [9am-4:30pm]\*\*
- Wage: \$16.55 per hour
- Due to the nature of the Canada Summer Job Grants, no vacation days will be given

***\*The available positions may vary depending on the number of Canada Summer Job Grants accepted.***

***\*\* 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 their own devices to use at work daily
- Have a passion for children/youth and providing Christian ministry for them
- 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:

- 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 *Community Programs Director* shall perform all duties related to Church programming as assigned by the Pastoral Staff including (but not limited to):

**General:**

- Assist on Sunday Mornings during our services on the Children's Ministry or Media Team
- Assist Pastoral Team with administrative duties
- Participate in regular staff meetings and other debrief meetings

**Comprehensive Program Planning:**

- Conceptualize, plan, and execute a diverse range of outreach programs catering to all age groups, from infants to seniors.
- Collaborate with community members, local organizations, to identify needs and interests for program development.

**Free Summer Events:**

- Organize and implement free community events throughout the summer to encourage unplugging from technology.
- Design activities that promote skill development, creativity, and social interactions among children, families, and seniors.
- Explore varied event formats, including sports activities, skill-building workshops, and intergenerational gatherings.

**Collaboration with Local Institutions:**

- Coordinate with long-term healthcare homes and other local institutions to organize outreach programs for seniors.
- Facilitate engaging activities that enhance the well-being and social connections of residents in healthcare facilities.

**Teen Hangout and Skill-Building:**

- Create a designated space and time for teens to hang out and engage in activities during the summer.
- Organize sports events, workshops, and other skill-building activities to provide teens with opportunities for personal growth and socialization.

**Team Coordination:**

- Oversee and coordinate the efforts of program staff and volunteers, ensuring a collaborative and well-coordinated approach.
- Provide guidance and support to team members to ensure the successful implementation of events.

**Community Partnerships:**

- Cultivate and maintain partnerships with local businesses, schools, and organizations to enhance program offerings.
- Seek sponsorships and in-kind support to supplement resources for community events.

**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 5th, 2024.**

**Link to application:**

<https://encounteraburg.breezechms.com/form/summer2024>