

Mimico Baptist Church

Job Posting – Holiday Club Assistant Coordinator

1. General Description:

The Holiday Club Assistant Coordinator (HCAC) will implement the program of Mimico Baptist Church (MBC) Holiday Club (August 19-23, 2019) under the direction of the Holiday Club Coordinator (HCC).

2. Reporting Relationship:

- Accountable to the HCC.
- Work in co-operation with the CE Team and Pastor.

3. Work Schedule: (Approximately 310 hours.)

- Promotions at Party in the Park and other venues (40 hours)
- Staff training (15 hours)
- Holiday Club operations (25 hours)
- Weekly program (6 weeks) (20 hours)
- Administrative duties (40 hours)
- Program (including leadership training) planning/preparations (150 hours)
- Post-Holiday Club follow-up (20 hours)

Note: A total of 10-20 hours will be completed over May 27-June 30. It will be a full-time position (35 hour/week) from July 2-August 26.

4. Salary

A 3-month contract position (approx. 310 hours) of \$4300 (\$1000 payable at the beginning of the contract, \$1300 on July 31, \$2000 at the completion).

5. Duties and Responsibilities:

- Assist the HCC with the implementation of the Holiday Club program.
- Assist in managing volunteer staff.

6. Job Qualifications:

- Works well with a team
- Able to implement direction from supervisor
- Leadership and ability to work with others
- Excellent communication and relational skills
- Works well independently and has good organizational skills
- Works well with children and youth

- Cleared through MBC's child protection policy screening
- Creativity and writing skills
- High competency in computer skills
- Comfort in a Christian faith environment
- Canada Summer Job grant requirements:
 - Be between 15-30 years old at start of employment
 - be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
 - have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.