

Mimico Baptist Church

Job Posting – Holiday Club Coordinator

1. General Description:

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

2. Reporting Relationship:

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

3. Work Schedule: (Approximately 330 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 (60 hours)
- Program (including leadership training) planning/preparations (150 hours)
- Post-Holiday Club follow-up (20 hours)

Note: A total of 30-70 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. Duties and Responsibilities:

- Oversee the implementation of the Holiday Club program.
- Plan program and leadership training in conjunction with Pastor and other CE personnel.
- Write script for skit presentations.
- Manage the set design and décor.
- Manage Assistant Coordinator and volunteer staff.
- Train jr. Staff members.
- Promote the event at Party in the Park and other assigned venues/media.

5. Job Qualifications:

- Leadership and ability to work with others
- Works well with a team
- 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.