

Summer Student Position

Contract Dates: May 1 – August 31, 2018; office hours Sunday 7:45 am- 1:00 pm and Tuesday to Friday 9:00 am – 5:00 pm. Some Saturdays/evenings will be required.

Responsibility 1: Sunday Mornings (0.66 days per week): Set up and tear down the equipment on Sunday mornings. Co-teach the 3-11 year old Kids Ministry program and pray for the kids.

Responsibility 2: Staff Meeting (0.5 days per week): meeting with the staff on Wednesday mornings for planning.

Responsibility 3: Office Administration (0.5 days per week):

Administrative duties as requested by the pastoral team:

- Purchasing of supplies for summer BBQs
- Inputting information into the website
- Receiving and organization of deliveries
- Answering phone on days Administrator isn't in the office
- ...

Responsibility 4: Children's Ministry Preparation (1 day per week): Kids Ministry lesson planning and execution for the summer; craft preparation for major holidays through the summer, updating registration each week.

Responsibility 5: Event Planning (1 day per week):

- Kids soccer camp preparation, assistant coaching and teaching of daily lessons
- Event planning and organization for "The Big Give" and Canada Day events
- "Funday Sunday" games
- Preparation for Movie in the Park
- Church in the Park games/kids activities

Responsibility 6: Marketing (1 day per week):

- Putting up posters and distributing marketing items
- Setting up mail outs – drop off and pick up of flyers

Accountabilities: Agreement with Statement of faith, Constitution, Privacy Policy, Vision Brochure, and Submission to Leadership of the Church, as well as Staff criteria in our Constitution. Reporting to the lead pastor with tri-weekly mentoring meetings.

Specific Qualifications: (Have to be coming from school and going to school next year.) Out-going friendly personality, good with kids first and foremost, and then with adults. Organized; Leads children well; Skills in research; Self-motivated worker who can take initiative and work independently; Good computer skills; Able to follow directions; Planning and organizing of events; Able to meet deadlines.

Pay: \$14/hr. (37.5 hours per week). Position subject to 6 week probationary period.

Send resumes to Jeff at: jeff@thegatheringottawa.com