

## Canada Summer Job – Children & Youth Program Co-ordinator

Temporary Contract (8 weeks)

Port Alberni, BC

All Positions Subject to Approval by Service Canada and the approval of Jericho Road Council.  
Canada Summer Jobs Candidates must be between 15-30 years old.

Description: Reporting to the Pastor(s) & Council, the Jericho Road Children & Youth Program Coordinator oversees and implements all that is required for the running of a Children's Program for children from 2 to 16 years old. This position also oversees the Sunday morning program and any special outreach/other event programs for children and families as needed throughout the year.

Hours of Work: 30 hours per week, as scheduled. Weekdays, Weekends, and some evenings, although hours can change and be somewhat flexible, based on the facility's needs. This position is a temporary contract, ending after 8 weeks (subject to approval).

Duties for this position include:

- Initiate and organize Sunday morning children's programming (2-16 years old) and assist in youth events.
- Select, order and ensure appropriate curriculum in consultation with staff and volunteers.
- Ensure child safety practices are up to date and in place (Plan to Protect®)
- Initiate and champion any children or youth programming you feel needed beyond Sunday morning. Possibly a Summer VBS
- Help develop/coordinate future children's programming
- Attend weekly staff meeting
- Work with Pastoral Staff and volunteers to vision and implement integration of the different ministries at Jericho Road, including ways to support and equip parents in Port Alberni
- Liaise with the tenants of the building that already work with children/youth.
- Additional tasks as needed

Skills/Requirements:

- Committed Christian that loves to work with children and families.
- Some early childhood and/or grade school age training and/or experience
- Team player with good people skills.
- Employment is conditional upon a clear criminal record check and child safety screening.
- Standard First Aid training or the willingness to obtain is an asset.

*To submit your application, please submit to [office@jerichoroadchurch.ca](mailto:office@jerichoroadchurch.ca) with subject line: "JR Children & Youth Program Co-ordinator"*

Thank you for your interest!