

Bells Corners United Church - Summer Student Job Description Christian Education Program Assistant

BCUC is currently looking for a student to work as a Christian Education Program Assistant. The work load is 30 hours / week for 12 weeks (starting 4 June 2018).

To be eligible, students must meet all of the following criteria:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*2;
- be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulation; and
- submit a current, valid police records check (Vulnerability Sector).

Tasks & Responsibilities:

Under the supervision and direction of Rev. Kim Vidal and Lorrie Lowes, the summer student:

- 1- Teaches and leads the Summer Sunday School multi-age program every Sunday; using the current curriculum, materials and resources provided.
- 2- Uses creatively visual arts, movement through music and games to assist children in discovering their faith and spirituality.
- 3- Assists with Camp Awesome in providing “before and after” childcare for campers. This will be under the supervision of the BCUC Camp Coordinator.
- 4- Organizes and maintains upkeep of rooms related to Christian Education (i.e. Christian Education Office, Resource Centre, Discovery Room, Nursery, etc.)
- 5- Reorganizes and catalogues the children’s library – audiovisual, textbooks, digital video or blue-ray resources. Promotes use of the children’s library.
- 6- Assists Office staff and Music Director in various tasks.
- 7- Assists Church Committees in tasks (pastoral & spiritual care, property management, service outreach and social action and communications).

Accountability:

- The Summer Student will be accountable to the Ministry and Personnel Committee.

Skills Required:

- 1- A practicing, nascent or journeying Christian, preferably one who is familiar with the beliefs of the United Church of Canada.
- 2- Has a basic understanding of the Bible and the ability to teach children ranging from 4 years old to 12 years old in a multi-age setting.

3- Possesses program planning, computer, time management, people and communication skills.

Applications can be submitted: in person to Bells Corners United Church, 3955 Old Richmond Road; email office@bcuc.org; fax: 613-820-5628; Submission deadline: May 24th, 2018.