

The United Church in Meadowood

Job Description

Vacation Bible Camp Co-Ordinator

The VBC Camp Co-Ordinator is accountable to the Ministry & Personnel Committee. The position reports to and works within the policies of the Christian Education (CE) Committee and/or UCiM Council. The Co-Ordinator works in concert with the Minister and the Christian Education Co-Ordinator

Responsibilities:

- Plan and Implement a Vacation Bible Camp at The United Church in Meadowood, during the month of August 2018
- Using the provided curriculum, the VBC Co-ordinator will organize activities, games, crafts, snacks. Organizing will include locating and prepping supplies, planning and implementing decorations etc.
- Promote the Vacation Bible Camp within UCiM and the wider community
- Participate in the recruitment, training and equipping of volunteers and youth leaders.
- Participate in registration of children
- During the week of camp, the VBC Co-ordinator will lead the camp activities, providing fun and engaging leadership for all the children attending.

Knowledge, Skills and Experience Required:

- An Educational Assistant diploma, an Early Childcare Educator diploma 2 years of equivalent work experience, working with children. (students meeting these qualifications and currently studying in a related area will be considered.)
- A strong personal Christian Faith
- Ability to set goals, and assess results
- Ability to work both independently and collaboratively
- Good interpersonal skills and ability to interact with all age groups
- Organizational and group development skills and the ability to provide and encourage leadership within the VBC Camp
- Strong professionalism and administrative skills
- Ability to be an innovative, empathetic and friendly leader with a keen sense of fun and commitment to this ministry
- Strong communication and technology skills

Contract Details

- Start Date: May 1, 2018
- Part time contract position. Total of 120 hours, 20 hours per month for May, June and July and 60 hours in August
- Criminal Record Check and Child Abuse Registry Check required
- The UCiM is an affirming congregation and the VBC Co-ordinator must endorse UCiM's position of acceptance of cultural diversity and the LGBTQ community

Contract hours:

May	20 hours
June	20 hours
July	20 hours
August	60 hours - 10 in the week previous - 40 hours during the week of VBC & 10 hours following to recognize volunteers, clean up and participate in a closing worship service