



SUMMER PROGRAM DIRECTOR (2019 – Federal Grant)

Job Description:

The student shall work alongside our leadership to ensure a vibrant summer ministry experience in and through our church. The student's primary focus will be helping to coordinate summer programs for children and youth, as well as completing administrative tasks. The student will also ensure the church building is open and available for community use through the summer, and serve the church in other capacities outlined in more detail below.

A variety of responsibilities and projects will draw on the student's organizational abilities, creativity, and leadership capacity.

Requirements for Employment:

- Student age 15-30 who is full-time student intending to return to their studies in the fall.
- Agreement with the beliefs and values of our organization: <http://perthandoverbaptist.com/about/our-beliefs> (Statement of our beliefs).
- Committed desire to live a sincere and holy Christian life, in keeping with the Scriptures and our Church Covenant: <http://perthandoverbaptist.com/wp-content/uploads/2010/12/PABC-Church-Covenant.pdf>.
- Completion of our Child Protection Policy, including the required criminal records checks (if over 18 y/o).
- A laptop computer.

To apply:

Submit a **resume and cover letter** via email to Pastor Michael Fredericks mfredrx@gmail.com.

SUBMISSION DEADLINE IS Wednesday May 1st.

Your information will be shared with the hiring team, and applicant will be contacted for an interview.

Hours and wages

256 hours total @ \$11.50 / hour

- May 8-June 7 - Part time [approx. 13 hours / week for four (4) weeks] *High School student would be scheduled to work primarily after school, occasional evenings, Saturdays and Sundays. Schedule is flexible based on student's availability.*
- TWO WEEK BREAK June 8-22 (Pastor will be away)
- June 23-August 2 - Full time [approx. 34 hours per week for six (6) weeks].

*Schedule is flexible and negotiable with the employee.

Employee will be responsible for keeping a record of his or her hours.

Start date: Wednesday May 8th, 2019

Estimated End date: Friday August 2, 2019

Pay period is bi-weekly. Employee will report hours via email to church Finance Manager, Travais Adams (travisa@nb.sympatico.ca) and Pastor Michael (mfredrx@gmail.com) on the last Friday of two-week period.

Regular Responsibilities:

- Attend weekly staff meeting.
- Engage in a time of prayer, Bible reading, and personal devotions each workday.
- Assist the pastor with administrative and other tasks as requested.
- Look after facility booking and ensure building is open for groups.
- Participate in youth group activities as an assistant leader.
- Serve on some Sunday mornings in KidZone or another ministry.
- Occasionally accompany Sheila Cummings (Lay Pastoral Assistant) on ministry visits, including the hospital and the Manor.

Special Projects:**ROAR Vacation Bible Camp (July 22-26)**

- Familiarize yourself with the program.
- Help with decorating, receiving direction from the VBC Director and/or Pastor Michael.
- Attend all VBC volunteer meetings & participate in all VBC work days / nights.
- Play an active role in the VBC week (also Tidal Impact week this year)
- Oversee the VBC clean-up and proper storage of materials.
- Create a spreadsheet of contact information for follow up with families.

Tidal Impact Youth Mission Tour (Perth-Andover July 20-27)

- Be a member of the Tidal Impact Planning Team, attending all meetings.
- Help plan and prepare for a successful Tidal Impact 2019.
- Oversee the organization of and implementation of fundraising activities.
- Participate fully in the week of Tidal Impact as a leader.

Other special tasks:

Assist with the completion of the Perth-Andover Rap II music video

Update the contact info of church attendees, create and print a new church directory

Organize church music into binders

Assist Fellowship Planning Team with details regarding a Couple's Car Rally Event in early July.