



ROLE DESCRIPTION / JOB POSTING  
**Community Development and Children's**  
Programming Summer Placement

Role:

The Summer Assistant will be responsible for key elements of the Community Development Summer Program. He or she will report directly to the NextGen Pastor.

Duties:

*Community Summer Kids Program: BaseCamp*

- Plan and execute 4 weeks of camp for the Lincoln Heights Community Children
- **Maintain database, online registrations, and online payments for kids' programming**
- Recruit and prepare volunteers for positions
- Guide main leaders ensuring they have what they need to be prepared
- Aid in planning and leading volunteer training
- Manage/organize donated supplies – purchased other supplies as needed
- Communicate with parents of the children attending before and after BaseCamp weeks
- Help where appropriate in Sunday morning and Weekly evening programming that runs throughout the year
- Other duties as assigned

Dates & Hours:

- Job begins April 20<sup>th</sup> 2020 and ends August 21<sup>st</sup> 2020 (start/finish dates are flexible)
- 40 hours per week – maximum 18 weeks of work in total
- Some evening and weekend hours required
- \$15/hour

Qualifications:

- A Christ Follower with a love for children and youth
- Strong administrative, organizational, and interpersonal skills
- Able to delegate and work as a team member as well as take direction
- Basic level of computer skill

Additional Requirements:

- Police check required after successful candidate is hired
- Must be between 15 and 30 years of age
- Must be legally entitled to work in Canada

*Note: This position is dependent upon Lincoln Road Chapel receiving Government of Canada funding for this position.*

Lincoln Road Chapel welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Application Info and Deadline:

Submit resume and letter of introduction to Pastor Taryn Ferrede at [taryn@lrc.church](mailto:taryn@lrc.church). The letter should include your age. Application deadline April 6<sup>th</sup> 2020.