

Vacation Bible School Children Summer Day Camp Positions

Children Summer Day Camp Volunteer Coordinating Team

Total 680 hours, 2 Candidates

a. Children Summer Day Camp Volunteer Administrator

Position Description

Children Summer Day Camp Volunteer Administrator is responsible for providing a fun, safe and socially and spiritually enriching environment for campers. The individual leads by example when working with other volunteers and participants. The Children Summer Day Camp Volunteer Administrator works with volunteers to plan and to implement the program curricula. The successful candidate will be an energetic, active, and responsible Day Camp Volunteer Administrator who works well in a team. The Day Camp Volunteer Administrator engages families and builds positive relationships with children and families who are registered in the program.

Accountability

This position is accountable to the Children Ministry Team Leader and/or his/her designate. Our Church Next Gen Pastor will provide regular pastoral care and personal spiritual guidance to the Children Summer Day Camp Administrator.

Duties and Responsibilities

- Is responsible for the recruitment of volunteers
- Design and distribute promotional materials
- Work closely with administration team to organize registration, schedules and other logistic details
- Ensure a safe environment for the campers and volunteers at all times
- Be a role model for campers and volunteers by demonstrating positive, enthusiastic, and respectful attitudes and behaviour
- Represent the Day Camp when interacting with parents, providing them with appropriate feedback and information as needed for their children to have a successful camp experience
- Maintain a high level of respect and professionalism during interactions with all staff and volunteers
- Keep all expenditures within allocated budget
- Work closely with the Summer Day Camp Worship Leader and Summer Camp and the Community Events Coordinating Team to ensure smooth operation of the Summer Camp
- Follow the policies and procedures set out by the Children Ministry Team Leader and the Summer Day Camp Director
- Carry out additional responsibilities as directed by the Children Ministry Team Leader and the Summer Day Camp Director

Qualifications

- Minimum 1-2 year experience working with children; demonstrated ability to interact with all relevant ages and understanding of the development needs of children and youth
- A desire to work in a positive environment with children; ability to relate to children and youth in a positive manner
- Excellent organizational, interpersonal, and communication skills (written and verbal)
- Demonstrated ability to work in a fast-paced, time-sensitive environment
- Current Standard First Aid and CPR-C preferred, but not required
- A criminal record check will be required upon accepting the position
- Post-secondary education preferably in education, community services or administration
- Ability to speak Cantonese or Mandarin is an asset
- Previous experience in volunteering in VBS is an asset

Position is from March 20 – July 31, starting with 10 hours per week for March and gradually increasing to 40 hours per week for the weeks of June 5 to July 10. (up to 440 hours)

Application Deadline: March 11, 2023

b. Children Summer Day Camp Worship Leader

Position Description

The Children Summer Day Camp Worship Leader is responsible for providing a fun, safe and socially and spiritually enriching environment for campers. The individual leads by example when working with other volunteers and participants. The Children Summer Day Camp Worship Leader works with volunteers to plan and to lead the music worship sessions throughout the Day Camp. The successful candidate will be an energetic, active, and responsible Day Camp Worship Leader who works well in a team. The Day Camp Worship Leader builds positive relationships with children and families who are registered in the program.

Accountability

This position is accountable to the Children Ministry Team Leader and/or his/her designate(s).

Our Church Next Gen Pastor will provide regular pastoral care and personal spiritual guidance to the Children Summer Day Camp Worship Leader.

Duties and Responsibilities

- Is responsible for the recruitment and training of volunteers for the worship team and AV team
- Is responsible for organizing and running practices in the weeks leading up to the Day Camp
- Leads children in singing and actions for the songs during the Day Camp
- Plan and lead children in various music, dance, craft and drama performances in preparation for the end-of-the-week Finale celebration
- Be a role model for campers and volunteers by demonstrating positive, enthusiastic, and respectful attitudes and behavior
- Represent the Day Camp when interacting with parents, providing them with appropriate feedback and information as needed for their children to have a successful camp experience
- Maintain a high level of respect and professionalism during interactions with all staff and volunteers
- Work closely with the Summer Camp Volunteer Administrator Camp and the Community Events Coordinating Team to ensure smooth operation of the Summer Camp
- Follow the policies and procedures set out by the Children Ministry Team Leader and the Summer Day Camp Director(s)
- Carry out additional responsibilities as directed by the Children Ministry Team Leader and the Summer Day Camp Director(s)

Qualifications

- Minimum 1-2 year experience working with children; demonstrated ability to interact with all relevant ages and understanding of the development needs of children and youth
- A desire to work in a positive environment with children; ability to relate to children and youth in a positive manner
- Excellent organizational, interpersonal, and communication skills (written and verbal)
- Demonstrated ability to work in a fast-paced, time-sensitive environment
- Current Standard First Aid and CPR-C preferred, but not required
- A criminal record check will be required upon accepting the position
- Post-secondary education preferably in education, community services or administration
- Ability to speak Cantonese or Mandarin is an asset.
- Previous experience in volunteering in VBS is an asset

Position is from May 15 – July 31, starting with 5 hours per week and gradually increasing to 40 hours per week for the weeks of June 19 to July 10. (Up to 240 hours)

Application deadline: March 31, 2023

Summer Camp and Community Events Coordinating Team

Total 560 hours, 2 Candidates

a. Children Summer Day Camp's Community Event Coordinator

Position Description

Summer Community Events Coordinator position is responsible for coordinate a Neighbourhood Block Party. This includes planning, preparing, promoting, executing and evaluating the Neighbourhood Block Party which expected to draw approximately 1000 people. The individual leads by example when working with other volunteers and participants. The successful candidate will be an energetic, active, and responsible Coordinator who works well in a team. The Coordinator engages families and builds positive relationships with children and families who are registered in the program.

Accountability

This position is accountable to the Children Ministry Team Leader and/or his/her designate.

Our Church Next Gen Pastor will provide regular pastoral care and personal spiritual guidance to the Summer Camp and Community Events Coordinator.

Duties and Responsibilities

- Develop a plan for the execution of the Block Party, including the recruitment of volunteers
- Coordinate all rental companies related to the Block Party
- Promote the Block Party to the neighbourhood community
- Engage in follow-up communications with neighbours who attend the Block Party
- Ensure a safe environment for the campers and volunteers at all times
- Be a role model for campers and volunteers by demonstrating positive, enthusiastic, and respectful attitudes and behaviour
- Represent the Day Camp when interacting with parents, providing them with appropriate feedback and information as needed for their children to have a successful camp experience
- Maintain a high level of respect and professionalism during interactions with all staff and volunteers
- Keep all expenditures within allocated budget
- Work closely with Summer Day Camp Stage & Site Design Coordinator and the Children Summer Day Camp Volunteer Coordinating Team to ensure smooth operation of the Summer Camp
- Follow the policies and procedures set out by the Children Ministry Team Leader and the Summer Day Camp Director
- Carry out additional responsibilities as directed by the Children Ministry Team Leader and the Summer Day Camp Director

Qualifications

- Minimum 1-2 year experience working with children; demonstrated ability to interact with all relevant ages and understanding of the development needs of children and youth
- A desire to work in a positive environment with children; ability to relate to children and youth in a positive manner
- Excellent organizational, interpersonal, and communication skills (written and verbal)
- Demonstrated ability to work in a fast-paced, time-sensitive environment
- Current Standard First Aid and CPR-C preferred, but not required
- A criminal record check will be required upon accepting the position
- Post-secondary education preferably in education, community services or administration
- Ability to speak Cantonese or Mandarin is an asset.
- Previous experience in volunteering in VBS is an asset

Position is from June 1 – July 31, starting with 10 hours per week in June and gradually increasing to 40 hours per week for the weeks from June 19 to July 10. (Up to 280 hours)

Application deadline: March 31, 2023

b. Children Summer Day Camp Stage & Site Design Coordinator

Position Description

Stage & Campsite Design Coordinator is responsible for planning, preparing and executing the DecoFest. The individual leads by example when working with other volunteers and participants. The successful candidate will be an energetic, active, and responsible Coordinator who works well in a team. The Coordinator engages families and builds positive relationships with children and families who are registered in the program.

Accountability

This position is accountable to the Children Ministry Team Leader and/or his/her designate.

Our Church Next Gen Pastor will provide regular pastoral care and personal spiritual guidance to the Summer Camp and Community Events Coordinator.

Duties and Responsibilities

- Develop and execute summer camp decoration plans (DecoFest)
- Recruit and coordinate the volunteers
- Buy and Prepare all the materials
- Book facility, Clean up afterwards and make sure the facility is back to original condition
- Ensure a safe environment for the campers and volunteers at all times
- Be a role model for campers and volunteers by demonstrating positive, enthusiastic, and respectful attitudes and behaviour
- Represent the Day Camp when interacting with parents, providing them with appropriate feedback and information as needed for their children to have a successful camp experience
- Maintain a high level of respect and professionalism during interactions with all staff and volunteers
- Keep all expenditures within allocated budget
- Work closely with the Summer Day Camp's Community Event Coordinator and the Children Summer Day Camp Volunteer Coordinating Team to ensure smooth operation of the Summer Camp
- Follow the policies and procedures set out by the Children Ministry Team Leader and the Summer Day Camp Director
- Carry out additional responsibilities as directed by the Children Ministry Team Leader and the Summer Day Camp Director

Qualifications

- Minimum 1-2 year experience working with children; demonstrated ability to interact with all relevant ages and understanding of the development needs of children and youth
- A desire to work in a positive environment with children; ability to relate to children and youth in a positive manner
- Excellent organizational, interpersonal, and communication skills (written and verbal)
- Demonstrated ability to work in a fast-paced, time-sensitive environment
- Current Standard First Aid and CPR-C preferred, but not required
- A criminal record check will be required upon accepting the position
- Post-secondary education preferably in education, community services or administration
- Ability to speak Cantonese or Mandarin is an asset.
- Previous experience in volunteering in VBS is an asset

Position is from June 1 – July 31, starting with 10 hours per week in June and gradually increasing to 40 hours per week for the weeks from June 19 to July 10. (Up to 280 hours)

Application deadline: March 31, 2023