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| **Position** | **CHILD AND YOUTH WORKER** |
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| Initial | May, 2021 |
| Revised |  |
| Hours Required | To be determined: max 280 hours |
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| **Job description** |
| This student will be hired to work alongside the Associate Pastor (Supervisor Mentor) and our Children’s Ministry Lead Team.  The primary responsibilities will be related to developing and implementing an onsite program for children preschool to Grade 4.The position will involve various administrative tasks, assisting with running the calendar events planned and scheduled and programs as well as assisting with Kids Summer Day Camps, and other child aged events.  The student will have the opportunity to be mentored by both the Associate Pastor on a daily and weekly basis.  This will provide the student with many opportunities to develop life skills.  The student will be trained to ensure the highest level of professional standards of ethics and confidentiality in all program and agency policies and procedures.  A focus on the student/mentor will be to develop an honest work relationship with all other staff, learning how to delegate and taking complete responsibility for the completion of tasks given to the student. This student will also have the opportunity to work on other skills and tasks as assigned on a daily basis. |
| **Possible areas of focus:**  |
| * Administrative focused
* Calendar development
* Scheduling events and programs
* Assisting with Summer Day Camps and Other Kid Events.
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| **Working relationships** |
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| Who you are responsible for | Children preschool to Grade 4 |
| Who you are responsible to | Associate Pastor (Supervisor and Mentor) |
| Who you work closely with | Associate Pastor (Supervisor and Mentor) and Pacific Kids Lead Team |
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| **Requirements** |
| Positive, friendly person with proven interpersonal and communication skillsA desire to serve the community’s needs in a tangible way |
| **Abilities** |
| * Curious and adaptable
* Thrive in an ever-changing environment
* Proven ability to meet deadlines
* Ability to multi-task and prioritize effectively
* Self-motivated, able to work independently
* Willingness to learn and expand knowledge
* Highly developed client/customer service skills
* Organizational skills, with strong attention to detail and follow-through
* Strong team player
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| **Other comments** |

This job supports our Member of Parliament's local priorities in the following ways:

Our Summer Intern will support our not for profit organization.  We offer programs and/or support to low income families, persons with disabilities and seniors.  Our target group are those who require social assistance and we offer many opportunities for them to participate, free of charge, in these programs.  We believe in supporting our community and have community events throughout the year that are open to all walks of life.  This student will have the unique opportunity of developing skills working with children and youth as they focus on the specific details of the job, as well as partnering with the Cloverdale Community Kitchen and serving our community and their needs.

As part of our Member of Parliament's local priorities, we offer the following skills training:

The supervision plan will focus on developing skills in the specific job activities listed in our application.  Training will be provided to assist the summer intern in communicating professionally with our clients and on behalf of us as an employer; a life skill that will be used for years to come.

Through the one-on-one supervision, teamwork will be developed as the summer intern will be required to work with people in both small and large groups.  Tasks will have to be coordinated, plans will be made as a team, decision will be made and any conflicts will be worked through.

Communication will be key and the mentor will assist with developing speaking, listening and writing skills as the student works with clients.

Our organization relies on digital systems and the student will have opportunities to input, access, organize, create and communicate information and ideas using computers, email, podcasts, web applications, smart phones and other digital devices.

Training will be provided for the operation and care of camera equipment, filming, editing and producing videos.

Another focus on the student/mentor relationship will be developing an honest work relationship with all other staff, learning how to delegate and taking complete responsibility for the completion of tasks given to the student.  The student will be trained to ensure the highest level of professional standards of ethics and confidentiality in all program and agency policies and procedures.