

**Program Coordinator (Recreation)**  
**(Young Adult Position – Ages 18 – 30)**

**Purpose of Position:**

Grace Church is looking to fill two Program Coordinator positions for this summer. This is a position for young adults (approx. ages 18 -30). The Program Coordinators will lead, plan, organize and participate in various summer ministries at Grace Church West Hill.

**Description and Expectations of Program Coordinator Position:**

- Work under guidance and supervision of the Grace Camp Director and ultimately the Lead Pastor and Session
- Work with a team of Camp Counsellors and Volunteers
- Assist in Planning and leading the church programs/ ministries and group activities
- Work with Camp Counsellors, the Program Coordinators will actively lead, plan, and prepare various summer ministries at Grace Church two weeks in advance: Vacation Bible School (one week/ Mon-Fri/ Half-day), Drama & Arts Camp (two weeks/ Mon-Fri/Full-day), Mixed Bag Camp (one week/ Mon-Fri/Half-day), Olympics (one week/ Mon-Fri/Full-day), Grace's Got Talent (one week/ Mon-Fri/Full-day) and a clean up week.
- Actively participate in and organize the summer ministries Sunday services programs: Family Time and Sunday School as well as bi-weekly Youth & Young Adult gatherings.
- Plan and prepare arts and crafts
- Plan, distribute and assist with snacks for children/youth
- Engage children and youth in various games/ activities and Bible lessons
- Seek to positively invest in the lives of youth and children
- Provide supervision to children and youth
- Participate in staff meetings
- Be involved in the life and community of Grace Church West Hill
- Participate in Leadership Training Program(s)

**Qualifications and Characteristics:**

- Lives a lifestyle that models Christlike character to others
- Able to work well with others and as a team
- Able to patiently lead/mentor and work well with children and youth
- Good relational skills, punctual and ability to adapt to various challenges
- Reliable, responsible, productive, trustworthy, able to work independently
- Able to comprehensively teach the Bible to youth and children

**Duration:** 9 weeks (June 18<sup>th</sup> -August 19<sup>th</sup>, 2023) at approximately 40hrs a week for \$17.50/hr

**Note:** Interested candidates may send their resumes with a brief cover letter to Arjun Arulampalam – Director of Grace Camps at West Hill by May 8<sup>th</sup>, 2023.

**Email:** [gracecampdirector@gmail.com](mailto:gracecampdirector@gmail.com)