

Job Title: Summer Program Coordinator

Position Type: Full-time, Seasonal (June – August | 13 weeks)

Hours: 40 hours per week - \$17/hr

Location: Delisle Community Church, Delisle, SK

Overview:

The Summer Program Coordinator will support the planning and execution of the church's summer activities, primarily focusing on organizing and facilitating a Kids Club, Vacation Bible School (VBS) in August, and assisting with light landscaping and grounds maintenance. This full-time role also includes administrative duties and other ministry tasks as assigned to ensure smooth summer operations.

Key Responsibilities:

- **Kids Club Coordination:**
Lead the planning, preparation, and weekly execution of a Kids Club, ensuring activities are engaging, safe, and aligned with the church's mission and values.
- **Vacation Bible School (VBS):**
Organize and run VBS in August, including volunteer recruitment, training, setup, activity planning, and ensuring the overall success of the program.
- **Landscaping & Grounds Maintenance:**
Perform light landscaping tasks, including lawn care and general grounds care as needed.
- **Volunteer Management:**
Lead volunteer recruitment, training, scheduling, and supervision for all summer programs, ensuring that volunteers are well-supported and prepared to serve.
- **Administrative Duties:**
Manage program logistics, maintain accurate records of attendance and volunteers, handle communication with parents, and provide regular reports to church leadership on the status of summer programs.
- **Other Ministry Tasks:**
Assist with additional ministry tasks as assigned by church leadership to support the overall needs of the church throughout the summer.

Qualifications:

- A passion for working with children and families in a faith-based environment
- Strong organizational and leadership skills
- Ability to manage multiple tasks and responsibilities effectively



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- Excellent communication and interpersonal skills
- Ability to work both independently and as part of a team
- First Aid/CPR certification (or willingness to obtain)
- Criminal Record Check with Vulnerable Sector Check required
- Previous experience with children's ministry, event planning, or volunteer management is an asset