

St. Mark's United Church - Whitby Ontario

Children and Youth Program Leader Job Description (Contract Position)

Hybrid Position – Remote, online and In-person

Overview:

Reporting to and supported by the Christian Education (CE) Ministry team and Minister of St. Mark's United Church, the children and youth program leader will research, develop, and deliver programs for children and youth ages 4-14 (JK – grade 8). The successful candidate will work in partnership with volunteers, parents and the CE Ministry team and staff in developing program priorities, with directions and goals being set in cooperation with the St. Mark's Ministerial and CE Teams. The primary expected outcome is to deliver programming on Sunday mornings in person, to children and youth.

Program Objectives:

- To develop and safely deliver inclusive, in-person programming for children and youth participating in the Kids' Church programs: Sunday Mornings, September through June.
- To connect and engage with children and youth, ages 4-14 (JK- Grade 8).
- To plan and implement a one-week day camp in the summer consisting of Vacation Bible Camp activities.
- To coordinate special or seasonal presentations involving the children and youth, as part of worship services.
- To initiate opportunities for program growth and community participation through outreach or online children and youth programming.

Competencies:

Preferences will be given to candidates with the following skill set:

- Proven ability to work independently with minimal supervision.
- Self-motivated learner.
- Experience with lesson or program planning.
- Working knowledge of technology: Microsoft office products, internet searches, email, conferencing platforms (ie. Zoom, Microsoft teams), Facebook, Instagram, YouTube, and video editing software.
- Experience working with and delivering programming for children and youth.
- Familiarity with United Church or communities of faith, with basic knowledge of the Bible and Christian theology.
- Excellence in oral and written communication skills.
- Well organized and goal oriented.
- Confident in the ability to meet established objectives and deadlines.
- Collaborative problem solving and conflict resolution skills.
- Experience working with children with special needs.
- Capable of using interpersonal skills effectively when working with staff and congregation members, including children and youth.

Special Requirements:

- Satisfactory Criminal Record check, including Vulnerable Sector screening within the last 3 months.
- Reliable transportation for weekends and holidays.
- Certified in First Aid/CPR or willingness to take training.

Contract Terms:

- Start date immediate, ends one year from start date.
- Annual contract, up to 520 hours, at an hourly rate of \$25/hour.
- 10 hours per week, including 3 hours minimum on Sundays; remainder of weekly hours are flexible.
- Candidate to be onsite Sunday mornings at St. Mark's United Church, September – June. (Weeks off during this period can be negotiated, with hours put toward summer Bible camp, special services and planning.)
- Onsite for one week of Bible camp in the summer, plus required hours for planning and preparation.
- Candidate will be provided a laptop, and any special software requirements, programming, or licenses to be approved, and expenses paid, by St. Mark's UC.

Interested applicants should submit CV or resumes to sundayschool@stmarkswhitby.ca by April 26, 2024.