

Job title: Programs Assistant, Cordova Bay United Church Canada Summer Jobs Program

Hourly wage rate: \$18 per hour

Length: June 7– August 27, 2021; 30 hours per week

Pre-Requisite Skills:

1. Current Criminal Record Check
2. Able to work independently from home utilizing technologies to perform job requirements.
3. Able to adapt to work changes as requirements and recommendations related to COVID-19 change.
4. Computer skills, such as word processing, spread sheet, electronic mail, digital presentation programs (e.g. PowerPoint), electronic meeting programs (e.g. ZOOM).

Tasks and responsibilities:

The Programs Assistant will:

1. Assist the Minister of Children, Youth and Young Adults and the Children and Youth Program Coordinator in implementing the summer program for children and youth:
 - a. Plan and conduct Sunday programs during the June to August period. Currently this utilizes remote connection methods to work with children and youth.
 - b. Plan and participate as a youth leader in Messy Church, a program for children and youth with their families to explore the biblical themes through creative activities and celebration/worship. Creativity and use of electronic methods to connect as a group are required.
 - c. Assist in virtual meetings and activities for the junior and senior youth groups.
2. Assist in the administration of the office, primarily working from home with some on-site hours:
 - a. Support the Ministers, members of the church, and visitors via email, telephone, and written communication.
 - b. If in-person support is required and is pre-booked, all participants follow COVID 19 precautions.
 - c. Ensure a welcome, safe, and organized reception is provided.
 - d. Assist with general office management including filing, correspondence, ordering office supplies, record keeping, etc.
 - e. Assist in the production and communication of worship materials, such as preparing print and electronic materials for services and special events, weekly orders of service, PowerPoint presentations, weekly announcements, promotional materials, editing and graphics for worship services, etc.
 - f. Working with the Director of Video Productions, assist with production of the recorded worship service including arranging props, script preparation, and posting to social media.
 - g. Act as the assistant liaison with multiple community programs including the 'Adult Day Program' for seniors run by the Vancouver Island Health Authority, Boy Scout and Girl Guide

programs, a yoga program, etc. should these programs run or restart during the summer period.

- h. Assist Committee Chairs in organizing volunteers and planning electronic events for multiple support projects and activities.
 - i. Support the ministerial team in their provision of spiritual support and services to the congregation and community, including but not limited to, video-taping, production of broadcast materials, maintaining the website, Facebook, and YouTube accounts, making telephone contacts and shipping materials to members who may be vulnerable, isolated and shut-in seniors.
3. Assist the Communication team to maintain, revise, and update the Cordova Bay United Church website, online materials, and social media profiles, (e.g.: YouTube, Facebook).
 - a. Work with the Communication team to add upcoming events, important information, weekly reflections and announcements, videos, etc. to the website and Facebook page.
 4. Plan and implement a home garden project to teach children and youth about food security and growing food with the local environment.
 5. Plan and implement, in conjunction with appropriate community groups, an environmental project.
 6. Other relevant and appropriate duties determined through negotiation during the employment period.

Supervision plan

The Chair of the Ministry and Personnel will provide supervision for the Programs Assistant, (PA), to ensure the PA is supported and enabled to carry out the tasks and fulfill the responsibilities. The supervisor will meet with the PA once a week via ZOOM or other electronic communication tools. At the end of the project, the supervisor will conduct a formal performance evaluation with the PA and will provide feedback.

Mentoring plan

The Minister of Children, Youth and Young Adults, the Office Administrator, and the Chair of the Communication Committee will be the mentors for the Programs Assistant, (PA). The PA will undergo a week of orientation and training provided by the mentors. The PA will work with one or more mentors daily. The youth and the mentors will set goals together in the development of core skills such as client service, teamwork, communication, digital skills, and leadership.

Health and safety practices in the workplace

The Programs Assistant, (PA), will be provided with information on workplace hazardous materials by using web links and online or print resources.

The Cordova Bay United Church COVID-19 Protocol will be reviewed by the PA. COVID-19 protocol requirements will be met to ensure a safe work environment. It is understood that flexibility will be required to follow the COVID-19 protocol requirements as they may change from time to time.

The PA will be provided with a security code to the building, will become familiar with all the entry and exit points of the building, and be informed of the emergency preparedness procedures if the building is reopened. The PA will work, primarily, from home until COVID-19 requirements allow the reopening of the church office and building.

The PA will become familiar with best practices and risk management when working with children and youth. The PA will be informed of safety practices when working inside the building and in the outdoor area of the building. The PA will be provided with protective clothing when working outdoors or as required, to meet COVID-19 protocol standards.

We are an inclusive community in which harassment, discrimination, and unhealthy work environments are not tolerated. Any report of incidents are immediately reviewed and, if required, remedies applied.

Revised: May 3, 2021 SC