

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

Hourly wage rate: \$18 per hour

Length: June 6– August 26, 2022; 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 programs for children and youth, under the guidance of the Minister and the Children and Youth Program Coordinator. Currently programs utilize in person and 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 biblical themes through creative activities and celebration/worship. Creativity and use of electronic methods to connect as a group are required.
 - c. Assist with virtual meetings and activities for the junior and senior youth groups.
2. Assist in the administration of the office, working both from home and on-site:
 - a. Support the Ministers, members of the church, and visitors via in person, email, telephone, and written communications.
 - b. If in-person support is required, all participants follow current 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, live-streaming, and special events, weekly orders of service, PowerPoint presentations, weekly announcements, promotional materials, editing and graphics for worship services, etc.
 - f. Working with the Audio-Visual Team, assist with production of the live-streamed worship service including arranging props, script preparation, and posting to social media.

training and orientation provided by the mentors and supervisor. 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 in place at the time 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. The PA may sometimes work from home and if asked to do so, will be provided with a Church laptop.

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. The PA is encouraged to report any concerns to the supervisor or mentors. Any report of incidents is immediately reviewed and, if required, remedies applied.

Revised: April 26, 2022, SC