

Malvern Baptist Church (MBC) Job Posting: **2024 Community Program Coordinator**

Where: Malvern Baptist Church, 185 Milner Ave., Scarborough

Start Date: Tuesday July 2, 2024 or Wednesday July 3, 2024

Completion Date: Tuesday August 20, 2024

Term pay: \$4054.75 – 245 hours

Leadership and Planning:

- Work with the MBC Children Pastor, and Malvern Baptist Church Children Department representatives for Summer Camp and Sunday Morning Programming

Content Preparation:

- Work with the MBC Children Pastor Community Program Director to prepare for camp and some Sunday programming:
 1. Identify materials and equipment needed for children's events
 2. Train and lead youth and adult volunteers in Summer Camp activities
 3. Supervise all classroom and safety practices in accordance to MBC Children Ministry expectation
 4. Supervise and participate in all events including set-up, program operations, day trips, building clean-up, and debriefings with helpers
 5. Provide technical support when required

Administrative Tasks:

1. Prepare and lead training sessions; initiate and facilitate staff meetings and parent meetings when necessary
2. Record and monitor participants attendance in all programs; note and address behaviour or situations that requires further attention
3. Provide feedback and observations on summer programs and participants to Children Pastor and representatives and summer program volunteers regularly

DEADLINE FOR APPLICATION: THURSDAY JUNE 6, 2024

Interested candidates can send their cover letter and resume

to Pastor Derek Wong at derekw@malvernchristian.ca