



Summer Program Leader

Job Description

Status:	Seasonal , Part-time; Hourly
Hours:	Up to 20 hours / week; Program weeks 20 hours/week
Term:	June 3 – August 15, 2024
Supervisor:	Director of Children, Youth, and Family Ministry
Accountable to:	CYF Team; Executive Leadership Team; Church Council

Purpose: This role will provide support along with opportunities for program leadership for summer programs including Vacation Bible School (VBS) and Mini Camps. Programs are geared for ages 3 – 18. Programs will provide a welcoming experience for all and an opportunity for student leadership. This role will collaborate with staff and volunteers.

Qualifications:

- 16 years of age or older
- Education Degree or training in Children, Youth, and Family Ministry; preferred
- Familiarity with program preparation and planning
- Demonstrated experience in large church CYF program ministry
- Basic skills and familiarity with Microsoft Office Suite
- Ability to work with a diverse population of people and needs
- Effective communication skills
- Effective relationship building skills
- Organizational skills and ability to effectively prioritize and meet deadlines
- Ability to lift 40 pounds repetitively and move freely between activities during active programs
- Successful completion of background checks and annual motor vehicle record check as performed by SOTV

Expectations:

- Ability to commit to seasonal schedule and program dates
 - VBS: July 8-11; July 15-18
 - Mini Camps:
June 10-13; June 24-27
August 5-8
- Passion for student engagement in ministry programs
- Flexibility in hours and scheduling for office hours to prepare for programs
- Comfortable speaking and leading in front of large groups
- Ability to work independently, as well as, in a team setting

Responsibilities and Essential Functions:

Collaborate with CYF staff to support and carry out summer programs.

- In-office preparation
- Staff meetings as appropriate
- Program leadership
- Volunteer support
- Program wrap-up

Core Competencies:

Spiritual Maturity: Shows strong personal depth and spiritual grounding; is seen by others as trustworthy and authentic.

Care: Responds with empathy; demonstrates appropriate expressions of care with boundaries; listens attentively with the ability to restrict personal bias, to respond to concerns and communicate solutions with a sense of compassion and authority; demonstrate and communicate availability and approachability.

Team Orientation: Demonstrate interest, skill, and success in team environments; understand and support the importance of teamwork; establish good working relationships with others; show hospitality, compassion, and care; use diplomacy and tact; approachable.

Teaching: input to facilitate age-appropriate learning and engaging experiences in small and large group settings; support effective age-appropriate engaging experiences; demonstrate attention to detail by keeping the larger picture in mind while showing a willingness to attend to the smallest of details.

Interpersonal Skills: implement care and team orientation to establish good working relationships with others; communicates needs and expectations; listens attentively; uses diplomacy and tact; is approachable.