

Summer Sunday School Program Coordinator

Hours of Work - 3 hours/ week, including preparation and program time (June - August 2019)

Summary

Bethel Chinese Christian M.B. Church (in Vancouver) is looking for an adult or a mature university or college student to lead the development and delivery of their Summer Sunday School Program for children ages 3-12.

The ideal candidate should have experience in childhood education, after-school programs, or camps as a project leader or program coordinator. Familiarity with, and experience in a church environment, is also an asset.

Main Responsibilities

- Reviews curriculum options and develops the framework for the Summer Sunday School Program.
- Works with the KM minister, KM Committee, volunteer teachers/helpers to plan the lessons for the weekly Summer Sunday School program for children ages 3-12. (Sundays 10:00 – 11:30 am).
- Deliver the Summer Sunday School program every Sunday, with support from KM minister, volunteer teacher and helper.
- Communicates regularly with staffs, parents, and members of the congregation on Summer Sunday School plans and activities.
- Consults regularly with the KM Minister to ensure program activities complement and support wider church initiatives.
- Works with the minister to plan and organize the participation of the children in the occasional Sunday worship service and other special events in the church when required.

Education /Training and Skills

- Is a baptized lay person
- Christian Development training and/or experience related to children development.
- Experience working in leadership roles with children.
- Excellent interpersonal skills with people of all ages
- Excellent communication skills – both in-person and on-line
- Excellent organizational and coordination skills
- Ability to work independently

Working Conditions

- Requires attendance at Bethel Chinese Christian M.B. Church on ALL Sundays between 9:45 a.m. and 12:00 p.m.
- Requires to spend time during the week to prepare for the Sunday program.

Terms of Employment

- The contract is for an average of 3 hours per week from June to August 2019.
- Salary is max \$200.00 per month, depending on experience.
- Current Police Records Check is required.
- Desire start date is June 2, 2019 with successful applicant.
- Must be eligible to work in Canada.

To Apply Send your résumé along with a cover letter describing:

- How your skills and experience relate to this position,
- The church(es) you have attended,
- A description of your experience or participation in those churches, and,
- Your experience in working with children.

To apply or to request more information, send an email to alice.leung@bethelmb.org.