

Quinte Youth Unlimited (YFC) – *Summer Job Position Available*

General Description:

2 temporary summer positions available for young person who is interested in Christian ministry employment, who have a good understanding of ministry, faith in God, leadership and working in teams. The position duties include direct youth work at summer arts camps, youth centre drop-in, and various summer programs.

Dates, Compensation and Hours:

12 weeks of employment. Approximate starting date is June 3rd, ending August 23rd. Wage is \$15 per hour for 35 hours per week.

Job Responsibilities:

To assist the director in running weekly summer performing arts day camps for local children and youth the Quinte area, and to help run weekly drop-in and programs at youth centres. Responsibilities include:

Leadership:

- Self and team management for time, focus, materials and resources
- Directing youth and or families through daily programs
- connections with parents, youth and team members, community groups and like minded organizations
- preparing healthy snacks, serving, clean up and overseeing safety regulations
- running groups, activities and games at the camps
- facilitation of discussion material and presentations for youth participants
- Student Ministry: identify youth, make connections, create intentional relationships

Communication:

- regular updates through social media groups
- general communication, advertising, promotion and recruitment to the community
- bookings and facility rentals
- specific communication with production staff, team member, volunteers, families and supervisor
- oral communication and public speaking

Administration:

- volunteer recruitment and management
- creating and managing registration
- data entry and database for expense and participants
- Booking and follow up appointments and meetings
- Preparation of schedules
- Regular meetings with the director
- Creating check lists and action plan lists
- Researching, preparing, purchasing as necessary resources for programming
- planning the programs
- Prayer & Reflection: Time for personal spiritual growth, coaching regarding skills and abilities, develop conversational skills

Candidate must possess:

- Exhibit good organizational, planning, people and communication skills
- Demonstrate a passion for relational evangelism, knowledge of the Bible and a heart for youth to know Christ
- Track record in leadership, specifically the ability to be self-directed and the ability to lead a team
- Show good character traits such as boldness, honesty, integrity, faithfulness, adaptability and joy
- Must have suitable transportation for various ministry locations

Suitable candidates submit interest to the Executive Director, Colin Leaver

Email: colin@qyu.ca / Phone: (613) 969-0471 x.2