



Summer Ministry Support Position

(May-August 2019)

Grandview Baptist Church,
250 Old Chicopee Drive, Kitchener

Role: Children's Ministries Summer Support

To give ministry support throughout the summer months (May – August) to the Director of Children's Ministry with summer programs and preparing for fall start up.

Children's Ministries Assistant - Responsibilities:

- Support VBS summer ministry; assist in set up and take active role during week
- Assist in organizing and supporting one off summer drop ins/movie nights for the community
- Provide onsite support for other camps being run at our location
- Help with the preparation of material and activities for upcoming Fall ministry year 2019-2020

Summer Support Assistant – Responsibilities:

- Assist reception and provide general office support as needed

Requirements:

- Proficient in Microsoft Office
- Flexible, self-starter with strong organizational and time management skills
- Able to complete tasks in a timely and proficient manner
- Available to work 35 hours per week for 16 weeks (start date May 2019)
- Available to work most Sundays
- Between age of 18-30
- Clear Criminal Records Check

Email resume and cover letter to Angela Collins by February 17, 2019
acollins@grandviewchurch.ca