



## Youth Ministry Summer Worker (Canada Summer Jobs Program)

This position is responsible to assist the Youth Pastor with volunteer leadership development, events, social media and volunteer recruitment. As this position is a part of the Canada Summer Jobs Program applicants must be between the ages of 15 – 30 to qualify.

### Main Responsibilities

- Assisting in curriculum, game and teaching preparation.
- Communicating with parent volunteers, answering questions and keeping them informed.
- Assisting in Gate 78 weekend ministry coordination and execution at West Campus.
- Assisting in volunteer recruitment for Gate 78.
- Assist in preparing Gate 78 materials, updating website, calendars and materials in preparation for the fall.
- Assist in coordination, communication, planning and preparation of August pre-launch and summer connecting events.
- Other duties as required or assigned by supervisor.

### Skills, Knowledge and Gifting

- Passion to see Youth growing in their relationship with Jesus Christ.
- Strong interpersonal, verbal and written communication skills.
- Demonstrated ability to develop and implement projects.
- Highly detailed with the ability to work in a large, multi-staff setting.
- Ability to manage multiple tasks while working in a fast paced environment.
- High standards of ethics and confidentiality to handle sensitive information.
- Well organized and able to develop systems.
- Forward thinking.
- Ability to recruit and manage volunteers.
- Ability to exercise good judgment, show initiative and be proactive.
- Team oriented and ability to work collaboratively with others.
- Excellent computer skills including a demonstrated proficiency in the use of Microsoft Office software (Word, Excel, PowerPoint, Outlook) and familiarity with database programs.
- Graduate from a post-secondary institution with a diploma/degree in a related area (or equivalent experience).

**Length:** June - August 2019 (8 weeks long)

**Hours:** 35 hours a week

If you believe that God may be calling you to this position, please submit your cover letter and resume to [resume@beulah.ca](mailto:resume@beulah.ca). Only those selected for an interview will be contacted.