



Position Title: Enrichment Program Leader (2 openings)
Department: Education & Nurture
Directly Reports to: Pastor
Supervises: Program Volunteers (if applicable)
FTE Status: Six week contract
Hours: 4 hours/week; 3pm-7pm
Pay Rate: \$15-17/hour
Position Description: Seeking (2) Program Leaders to run an Enrichment After-school Program. This pilot program will run every Wednesday 3:30-6:30 pm, for six weeks running April 19th-May 24th.

General Expectations

- Self-motivated to complete required tasks independently.
- Ability to connect and communicate positively with children, Parents, and staff.
- Exhibits professionalism, demonstrated by a well-groomed appearance, appropriate attire, and a conscientious work ethic.
- Demonstrates sensitivity and confidentiality both at work and in their personal life.
- Willing to work closely in partnership with Pastor and or church council board member to develop programming.

Essential Duties:

- Setup, sanitizing and take down of space (tables, chairs, play equipment, craft supplies, etc.)
- Ensuring attendance and other records are completed accurately.
- Planning, preparing and supervising activities for children aged 7-12 (grade 1-5)
- Develop positive, meaningful relationships with children attending the program.
- Be enthusiastic, fun and motivate children to be engaged in programming.
- Prepare and serve provided snacks.

Specific Skills & Credentials:

- Current First Aid Certificate
- Criminal Record Check - including the vulnerable sector.
- Have a Christian faith and be excited to share the love of Jesus with children.
- Experience working with children in a program setting.
- Ideal candidate may be attending post-secondary school, working to obtain their Early Childhood Education or Child and Youth Care Worker diploma.

Culture Notes: A bright, inviting, and professional space. caring Christian environment with amazing leadership. Many spaces designed for children/youth to enjoy – just need you to help grow our ministry!

If interested in this position, please forward your resume and cover letter to Pastor@immanuelchurch.ca