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| NCFC | Summer Program Coordinator |

 **POSITION FOCUS**

#### POSITION PROFILE

Centre Street Church’s Summer Student program provides an opportunity for students enrolled in post-secondary studies to experience practical church ministry in one or more of a variety of ministry areas focusing on New Canadians, Children, Youth and Families and current NCFC partnerships.

 **POSITION QUALIFICATIONS**

1. A person who models a passion for God, a love for people of other faiths and cultures, love for children, and a life of personal holiness with a clear understanding and passion to see people grow to be Fully Devoted Followers of Jesus Christ.
2. A full-time student within the previous 12-month period, between the ages of 18 – 30 years old, who will be returning to studies in the fall. A calling into ministry is considered an asset. Preference given to students pursing education in Intercultural Ministry, Child / Youth / Family ministries, Community Development or Education.
3. Excellent balance of people and task skills with a proven ability to handle challenging situations.
4. Able to work independently, take initiative, and be flexible.
5. Spiritual gifts essential to the position must be evident including the gifts of Administration,
6. Teaching, Helps, Encouragement, Wisdom and a Shepherd’s heart of compassion.
7. Ability to interact effectively with people from diverse cultural and faith backgrounds.
8. Ability to work effectively with children, youth and adults.
9. Proven working knowledge of office programs as Microsoft Word, Excel, Outlook, PowerPoint, the Internet and Social Media.
10. Dedicated to excellence with a proven hard work ethic.
11. Must have a valid driver’s license.

 **PERFORMANCE STANDARDS**

1. Understand, support and comply with CSC’s Membership Covenant, Statements of Faith (as defined in the General Operating Bylaws and Letters Patent) and Statement of Theological Principles and Ministry Practices.
2. Adhere to and uphold CSC’s Personnel Policies, Team Values and Staff Code of Conduct.
3. Follow established coaching and performance management models.
4. Attract, recruit, empower, develop, retain and shepherd volunteers.
5. Execute the role to the glory of God, with excellence and an exemplary work ethic.

 **POSITION EXPECTATIONS**

**Note**: This position may require evening & weekend work. If you require ANY vacation time during the term of employment you must submit the dates with your application – if granted, vacation time is unpaid.

1. Work within designated NCFC ongoing ministry

* With direction, plan & lead English Language learning focused classes and activities, both outdoors and online
* NCFC Social Media (Facebook) posts
* Individualized (one-on-one) English speaking practice by appointment to existing and new NCFC clients; onsite, outdoors, and /or online
* Build relational connections with NCFC guests
* General office assistance & administrative support as required
* Help ensure Covid-19 protocols are communicated and adhered to with high standards
* Research, organization and communication of immigrant related resources & referrals, particularly refugee claimants.

1. May include work within other CSC ministries and partner agencies.
2. May require participation in extended activities aimed at discipleship & outreach
3. Other duties as required.

**What does CSC provide to successful applicants?**

1. Competitive Salary:30 hours weekly, 9 weeks, employment commencing late June.
2. Training provided
3. Experienced supervision and mentorship provided by a CSC staff member
4. Orientation including training in: leadership skills, identification of strengths, protection of vulnerable individuals, creating a harassment-free workplace, conflict-management, proper office etiquette, basic Windows applications, equipping and coaching volunteers
5. Additional specialized training in: child-protection policy, cultural sensitivity, working with persons with special needs, navigating child abuse/neglect suspicions and disclosures
6. Ongoing workshops and learning opportunities throughout the summer.

##### POSITION



##### POSITION SALARY

**SUPERVISOR**

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| Term Position(s)  30 hours per week  June 22 – August 21, 2020 | NCFC Manager | Salary range within CSC guidelines |