



2024 Special Needs Counsellor

Summer Camp Job Description

JOB OBJECTIVE

The Special Needs Counsellor will assist in leading the Summer Camp programs of New Life Assembly, with a special focus on care for kids with special needs (Very Important "VI" Kids), as well as Young Campers (kids who are 3 to 5 years old). The main goal of the Special Needs Counsellor is to meet the needs of VI Campers, Young Campers, and their families by preparing and executing a quality camp experience to reach and care for VI Campers & Young Campers in fun, creative and innovative ways.

JOB DETAILS

- Full-Time, Temporary Position
- Dates: Monday, May 27th to Friday, August 16th, 2024
- Hours: **35 hours per week for 12 weeks**

JOB QUALIFICATIONS

- Must be between 15 and 30 years of age by the start date, and meet the criteria for Canada Summer Jobs Grant.
- Be a Canadian citizen or permanent resident with a valid social insurance number.
- Must be available to work 30-40 hours per week in person at above listed dates.
- Must be available to work 8am to 4pm during the above listed weeks.
- Preferred candidate is a recent graduate or currently completing a post secondary education in a field related to children.
- Comply with all screening procedures required by New Life Assembly. This includes but is not limited to, a police-issued criminal record check, references, and Abuse Prevention training. Successful candidate will receive more information upon hiring.

ADDITIONAL VALUABLE SKILLS

- Excellent organizational, communication and people skills.
- Familiarity with creating and sharing documents in google drive.
- Enthusiasm and skills for teaching and leading activities with children, especially those with Special Needs (VI Kids) and Young Campers (3 to 5 years old).
- Be successful at working individually and in a team.

JOB EXPECTATIONS

- To be comfortable teaching the Bible and Bible-related activities.
- To demonstrate integrity, grace and helpfulness toward other leaders.
- To exhibit acceptance of all people involved in our programs despite differences.
- To foster a sense of connection and community in all of your interactions.
- To have the ability to work with those with whom you may not fully agree.
- To demonstrate respect in all of your interactions with others.

JOB RESPONSIBILITIES

The tasks related to this employment opportunity include, but are not limited to:

1. General Responsibilities:

- Working under the supervision of the Kids Pastor.
- Working in cooperation with the Summer Camp Coordinator, Pastoral Staff, and Summer Camp staff and volunteer teams.
- Planning, preparing, executing, and facilitating Summer Camp programs, specifically those related to VI Campers and Young Campers.
- Assisting in the management and supervision of other Camp Staff and Volunteers.
- Supporting the Pastoral Staff with other church-related duties as requested.

2. Pre-Camp Responsibilities:

- Becoming familiar with each Camp theme, schedule, lessons and activities.
- Adjusting lessons, activities and schedule to work for VI & Young Campers.
- Undergoing the proper training for working with children.
- Creating, preparing and/or recording specific activities for VI & Young Campers.
- Meeting and becoming familiar with VI Kids attending each Camp.
- Recruiting and training leaders who will work with VI & Young Campers.
- Preparing and setting up all needed supplies for VI & Young Campers.
- Assisting in activity prep, set-up and decorating before each Camp.

2. Camp Responsibilities:

- Becoming familiar with each Camp theme, schedule, lessons and activities.
- Setting up activities/stations for each day of each Camp.
- Overseeing the supervision of VI & Young Campers throughout Camps.
- Leading or overseeing activities involving VI & Young Campers during each day of Camp.
- Supervising, encouraging and supporting leaders of VI & Young Campers.
- Supervising VI & Young Campers when Special Guests and Events happen.

3. After Each Week Of Camp:

- Cleaning up from the previous week.
- Setting up for Sunday ministry as needed.
- Preparing and setting up the next week of Camp as needed.

4. At the End Of Camp:

- Final tear down and clean up of Summer Camp decorations and supplies.
- Post-Camp debrief & evaluation meeting (Week of Aug 12-15).

5. Additional Responsibilities:

- Assisting with New Life Kids Sundays and midweek programs as assigned.
- Other ministry related jobs and tasks as designated by the pastoral staff.

TO APPLY

If you believe you are a good fit for this position, please apply as follows:

Send: Cover Letter and Resumé in PDF format

To: Janelle Archibald

Email: janelle@newlifepetrolia.com

Subject line: "Summer Job Application 2024"

Application Deadline: Sunday, March 24th, 2024

Note: Only those applicants who will receive an interview will be contacted.