

L.I.F.E WORKER SUPERVISOR POSITION DESCRIPTION

SUMMER 2023

PURPOSE: This position will offer life experience and an opportunity to participate in the ministry and work of Bedford United Church with a focus on supervision and children, youth, and family ministry.

RESPONSIBILITIES:

- Oversee, facilitate, and collaborate daily with the L.I.F.E Workers and their work.
- Participating in the ministry of Bedford United Church and surrounding community through worship and community events.
- Coordinating various programs and projects of the church during their employment (including but not limited to support for Sunday School, Youth Programs, Children's Day Camps, and events.
- Coordinating L.I.F.E Workers' participation in at least 2 Sunday morning worship services.
- Ensuring the spaces used for camps and other programs are tided and ready for use following all activities.
- Light administrative duties such as registration, tracking numbers, maintaining communication with parents/guardians or anyone involved in programming, as well as communication with BUC staff and volunteers as needed.
- To receive, consider, and communicate with the property and facilities staff, when required, when working with and overseeing the LIFE workers tasks in this area, ie. small tasks such as painting or priming picnic tables and stairs.
- Participating with the fullest of themselves and acting in an attitude of care and compassion in all their work.

THE TYPICAL DUTIES OF THE L.I.F.E WORKER SUPERVISOR:

- Facilitate and lead in daily summer team check-ins.
- Oversee and Support the L.I.F.E workers in their goals and work.
- Participate in all assigned programs including but not limited to:
 - Children's Day camp
 - Youth Outreach Programs
 - Sunday School and Nursery
 - Events at The Crossing
- BUC Worship services.
- Implement the programs as laid out and make adaptations when necessary.

SKILLS AND ABILITIES

- Experience in youth leadership and supervision
- Knowledge of children's programs and activities
- Knowledge of The United Church of Canada
- Able to work in an environment where interruptions are frequent, and work is diverse.
- Able to work effectively in the midst of multiple and varied work demands.

ACCOUNTABILITY: This position reports directly and is accountable to the Christian Development Committee with the support of the Family Ministry Leader who is responsible for weekly check-ins to confirm weekly hours and program effectiveness. Results from the check-ins are reported to the Christian Development Committee who is responsible for summer program oversight.

During the period of employment with BUC the Lead Minister and Minister of Congregational Care can be contacted for further support if required.

DATES OF WORK: The position begins on June 27th, 2023, and ends August 27th, 2023. Work week is generally Sunday to Thursday. However, there is the occasional Monday- Friday weeks including, Children's Day camp August 8th- August 11th and Youth Outreach program August 21st - 24th.

REQUIREMENTS: Must be age 18-30. Completed High School

Please send your resume and cover letter no later than May 19th, 2023, at 11:59pm to:

Caitlin Smithers Email: Caitlin.smithers@bedfordunited.com

COMPENSATION: \$15/hour for 40 hrs per week for 8 weeks, with a one week break from July 24th - 30th.

NOTE: Bedford United Church will strictly follow all public health guidelines to ensure the safety of participants and staff, this also means programs are subject to change.

For summer 2023, the hope is to offer in person programming, however, there is a possibility of in-person and virtual work. Please be open to offering both or either, within this role.

The successful candidates will be expected to complete a Level 2 Vulnerable Persons Police Records Check