



St. George's United Church

Position Description

Position: Summer Assistant 2021

Purpose: The Summer Assistant helps St. George's United Church live out its mission by supporting the ministry and community work of the staff and volunteers of the church, with a focus on children, youth and the wider community. This position is available thanks to an HRDC Canada Summer Jobs grant.

Hours and Conditions:

- Contract, fixed term
- \$15.20 per hour x 20 hours per week (including Sundays)
- July 2, 2021 – August 27, 2021
- 8 weeks of employment
- No benefits as per current United Church of Canada Guidelines for short term, non-ministry contract positions

Qualifications and Skills:

- Comfort with the theology and ethos of the United Church of Canada as expressed by St George's United Church
- Experience and ability to work with children is essential
- Babysitting course and/or First Aid required
- Arts and Crafts skills/experience
- Some Biblical knowledge is an asset
- Ability to work well in both independent and team environments
- A proven ability to learn quickly, to take instruction from a leader and apply it to assigned tasks
- Sociable, easily connects with others
- Flexible with a changing week to week set of tasks
- Basic computer skills

Duties include/but not limited to:

Key Duties Responsibilities

Assisting with:

- Weekly Children's Church preparation and implementation (during Sunday morning services)
- Children's Summer Day Camp preparation and implementation (1-2 weeks of the contract)

Other duties may include (but are not limited to):

- Vacation and leave coverage for staff,

- Support and Relief for janitor as needed
- Administrative tasks, basic property maintenance, outreach ministries, and other program assistance as needed

**Responsibility
and
Accountability**

The Summer Student Assistant is accountable to the governing body of the congregation. They will report to and be under the day-to-day supervision of the Ministry and Administrative Staff of St. George's United Church.