

Edmonton Chinese Baptist Church
2017 Summer Field trips coordinator (Full time temporary position)

Duration: 6 weeks; hourly wage range: \$12.20; hours: 35 hours/week

Possible Start Date: July 10, 2017

End date: August 20, 2017

Applicants must submit their resumes to Bernadette Chan at bernadette.chan@shaw.ca no later than June 18, 2017

Job description:

Reports to the Children's Pastor and works with the Day Camp director to provide field trips and outdoor recreation support to the summer day camp programs with the following duties:

- Researches, contacts and organizes the afternoon field trips for the summer day camp programs
- Designs the program promotion and materials
- Assists the Day Camp Director to screen and fill the volunteers positions (50-70 volunteers)
- Administrates the outdoor recreation activities for the summer programs, collects program info, prepares documentation, signs, name tags, etc.
- Creates campers/volunteers group lists for daily field trips and ensures a child to camp worker ratio is appropriate.
- Troubleshooting daily field trips operation and logistic issues such as school bus schedule, unexpected weather change, outdoor supplies, First Aid kit, dealing with sick kids, worker absenteeism, or other unexpected situations.
- Assists the Day Camp Director to organize and prepare for the Preschool and Children resource rooms, classrooms set up and decoration
- Arranges visitation or transportation with parents and volunteers and builds relationship with the campers
- Participates in planning and coordination work for the day camp final presentation day or carnival/picnic set up

Qualifications:

- Baptized Christian
- Member of ECBC is not necessary but beneficial
- Must be at least 18 years old
- Commitment to personal and spiritual growth
- Understands and commits to the ECBC's Children Ministry policies and mission
- Experience in leading field trip activities, outdoor games or other recreation activities
- Capable of doing research and identifying any cultural and learning centers in Edmonton.
- Enjoys working with children and with a devoted children ministry voluntary team
- Able to work independently with minimal supervision
- Excellent communication, interpersonal, team player, and organizational skills
- High level of accuracy, time sensitivity, and attention to details
- Awareness of confidential issues
- Experience in Microsoft Word, Excel, and basic computer skills
- Current Standard First Aid and CPR are required
- Must be able to attend staff training and meetings
- Was registered as a full time student during the preceding academic year and intends to return to school on a full-time basis in next academic year

Notes:

Applicants may be tested

Applicants will be required to arrange their own transportation

An original Police Information Check, including Vulnerable Sector Check issues within the past 6 months that is satisfactory to the employer will be required prior to the summer day camp. The new hire will be required to obtain this check from Edmonton Police Service.