

Co-ordinator, recreational activities (Children Workshops Coordinator)
CSJ Job Title: Co-ordinator, recreational activities

Description

The co-ordinator will be responsible to look after six weeks of virtual children (grade 1-4) workshops. There will be a total of 10 workshops per week. The workshops will include activities related to arts and crafts, science and nature, health and nutrition, life skills, lego and construction, and character building. All materials will contain Biblical principles.

Depending on funding: June 21-August 13, 2021. 30 hours per week. This might change depending on funding.

What would you be doing?

- Assist in planning, coordinating, and executing the Children Workshops.
- Responsible to oversee that the workshop leaders are working cohesively as a team and running with excellence.
- Supervise the overall daily operation.
- Develop the leaders to become the best leaders that they can be in order to provide the best experience for each child.
- Provide encouragement, reproof and spiritual guidance for the leaders throughout the programs.
- Lead briefing and debriefing sessions.
- In charge of building a great team environment among leaders.
- Ensure the safety of the children by following the guidelines required for our online programs.

Requirements to apply*

- Mature and responsible attitude; enjoy working with children.
- Comfortable with using online platforms.
- Comfortable with directing staff in executing their roles.
- Ability to plan and execute tasks with little supervision.
- Effective communication skills.
- Excellent interpersonal skills and team spirit: ability to motivate and inspire others to achieve optimal results.
- Teachable, humble, and carries an attitude of selflessness and servanthood.
- Previous managing/coordinating experience an asset, but not mandatory.
- Emergency first aid training: Current First Aid & CPR certification

*Funding might be coming from Canada Summer Jobs (CSJ). If funding is provided from CSJ, the applicant must be between age 15 to 30 and legally entitled to work in Canada.

Application Deadline: April 4, 2020

How to Apply

- Quoting 'Co-ordinator, recreational activities' in the subject line, please send your resume to office@logosbaptist.org.

Note: You are required to obtain a Police Vulnerable Sector Check if employed.