



We're looking for the right person to join our team for the summer!

Summer Youth Liaison

A person who is interested in impacting the lives of youth! This is a 35 hr./week (5 weekdays) position lasting potentially from May 13 – August 23. The successful candidate will work equally with Jim Chen, our youth pastor and Yvonne Ford, our Children's Pastor.

Specific Duties will include:

Serving as Youth Liaison for the Summer youth programs:

- Serving as the **Youth Liaison for summer youth programs** with a focus on connecting with youth in the neighborhood around Forest Brook, particularly those involved in Day Camp and Young Life activities.
- Providing excellent and meaningful programming for youth using a strong team of volunteers developed from our community.
- Networking with youth to provide support, relationship and encouragement.
- Being a spiritual and life example and mentor to teens

Serving as Youth Liaison for the Summer Day Camp Youth volunteers:

- serving as the **Youth Liaison for Day Camp** with a focus on preparing and supervising all the youth involved in making Camp an excellent children's programming for our Kinder Kampers and our Kids Camp kids.
- care for the needs of the youth from our church community and our neighborhood who volunteer.
- Use his/her administrative, creativity, and people skills to develop and lead the youth. Making strong connections with them in order that they might be properly prepared for their roles in camp.
- Recruit volunteers for the Day Camp including interviewing and processing all youth volunteer applications.
- Administrate the community hours' program forms and appreciation
- Other duties as time allows.

Qualifications:

- Must be a follower of Jesus Christ with a daily walk which exemplifies a desire to submit to His Lordship and serve Him whole heartedly in accordance with our Beliefs and Values.
- This job is dependent on Government grant funding. The candidate should be a post-secondary student or a young person under the age of 30 who has a desire to pursue a profession with children or youth - with a heart for youth and the development of their spiritual walk as followers of Christ.
- Previous leadership or camp experience would be a great asset.
- Must be flexible and adaptable, administrative and organized as well as able to multi-task.
- Must be able to provide a suitable police background check and references.
- Must be available to work full-time, with at least ½ a day on some Sundays being included.
- Must have a sense of humour (we're into fun around here! ☺)

Interested? Please send your resume and cover letter to us by: March 8, 2019.

If you are able to get your documents to us early, please indicate if you would be available for an interview at the church over your Reading Week

Jim Chen

Youth Pastor

jim.chen@forestbrook.ca

Time	Youth Programming and Outreach	Youth Liaison: Day Camp 17 hours CAPITAL LETTERS: DAY CAMP WEEK (40 HOURS)
30-60min	Meeting <ul style="list-style-type: none"> • Debrief • Co-operative Planning • Evaluation • Goals and vision • prayer 	Meeting with Children's Pastor and Camp Coordinator ORGAINIZING DEVOTIONAL SCHEDULE AND BEFORE AND AFTER MEETINGS AS WELL AS ATTENDANCE AND SIGN-IN/OUT
2-3 hours	Event Planning <ul style="list-style-type: none"> • Creating ideas for events • Planning ahead for a few weeks of events • Setting up "needs" list (including people who are helping) • Advertising (via church, social media, announcements, texts, etc.) 	Coordinating needs with Camp coordinator Understanding program in order to prepare and direct youth SUPERVISING YOUTH DURING DAY CAMP
3-4 hours	Event execution <ul style="list-style-type: none"> • Individual Planning • Executing plans • Setup/cleanup • prayer 	Communications with youth and parents SUPERVISING YOUTH DURING DAY CAMP
1-2 hours	Volunteer and Team Related <ul style="list-style-type: none"> • Building network of volunteers • Coordinating with volunteers for event • Receiving feedback 	Communicating with youth and parents SEE FIRST BOX
4-5 hours	Connection with Youth <ul style="list-style-type: none"> • Spending time with youth (outside of event) • Connecting with Youth via social media 	Recruitment and processing of youth volunteer team Training prep and implementation
1-2 hours	Random Office tasks <ul style="list-style-type: none"> • Answering phones/doors • Administration work • Emailing/responding to church and community members • 	Administrating Community hours' program KEEPING ATTENDANCE, PREPARE LETTERS AND FORMS FOR FINAL DAY