

Position Description
Summer Student: Remote Education Coordinator
Strathroy United Church

1. Incumbent: tbd

2. Why this position exists:

The purpose of the **Remote Education Coordinator** at Strathroy United Church is to create and deliver an online/home education program to support the ongoing faith development of children and youth in the congregation.

3. What this position does:

The **Remote Education Coordinator** will work with the Congregational Life Team and Minister to:

- a) create and deliver an online/home education program that offers children and youth programming to school-aged children and youth;
- b) deliver weekly children and youth program content via online or other remote strategies during the pandemic;
- c) ensure the health and safety of program participants during program activity;
- d) submit a mid-term and end-of-term program report and portfolio of program resources created.

Specifically, duties include:

1. Supervision

- a) meet with Minister weekly via Zoom for coaching and accountability (1hr meeting, 1 hr prep/follow up)

2. Prepare and deliver home craft/activity

- a) select a Bible story or virtue as lesson focus (participant learning outcome: 1 hr)
- b) design fun crafts or activities adapted for different abilities/ages that help the participants learn the selected Bible story or virtue (learning strategy: 3-4 hrs)
- c) create a digital document that describes the home craft or activity (lesson plan: 1 hr)
- d) email the lesson plan to all participants and post the lesson plan on the church website and Facebook group page (delivery: 1 hr)
- e) encourage and support individual participants by email/phone to complete the craft/activity (formative support: 5 hrs)
- f) encourage and support individual participants to submit a photo/video of the craft/activity for use in Sunday online or outdoor worship (portfolio support: 5 hrs)

3. Organize and lead 2-3 outdoor campfire events (depending on pandemic status)

(note: home craft/activity duties are cancelled during these weeks)

- a) select a Bible story or virtue as the campfire focus
- b) design 2-3 short skits for children/youth to deliver to gathered congregation

- c) prepare 2-3 campfire-type songs for children/youth to deliver to gathered congregation
- d) work with children/youth to deliver skits, activities, songs
- e) advertise campfire event through church website, social media
- f) work with adult volunteers to organize campfire, refreshments, pandemic protocols

4. How the person does the job:

The **Remote Education Coordinator** is accountable to the Congregational Life Team and supervised by the Minister. The position's relationship with the Congregation and staff is overseen by the Ministry and Personnel Committee. Accountabilities and responsibilities are informed by the Canada Summer Jobs Articles of Agreement.

5. Skills, Education, Experience, and Resources needed for this position to be successful, i.e., to achieve all the activities listed above in a satisfactory manner.

The Canada Summer Jobs program requires that the incumbent is:

- a) between 15 and 30 years of age (inclusive) at the start of employment;
- b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act* (*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents); and
- c) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

The position's focus on Christian education with children and youth requires that the incumbent support the goals of faith development in the Christian tradition.

The position is designed to provide supervision, mentoring, skills acquisition, learning and work experience to the incumbent. These will be complemented by the incumbent possessing and demonstrating the following character:

- maturity to work in a team setting with children, youth, and adult volunteers
- a commitment to learning and personal growth
- self-motivated and self-directed to take responsibility for work tasks
- able to lead and encourage others' gifts
- creativity in designing and delivering educational content
- openness to people of all ages and backgrounds

6. Other Considerations: List any other considerations relevant to the position.

- This position is 14 weeks (late June to mid-September) at 20 hours per week with an hourly rate of \$14.25 per hour.
- Some flexibility is possible for 1-2 weeks to exceed 20 hours to create resources ahead of September for students returning to school after Labour Day.
- Hiring is contingent upon the candidate providing a Criminal Record & Vulnerable Sector Screening report.