

Wyoming Baptist Church  
**2024 Summer Student: Children's Ministry:  
Special Needs Camp Counsellor**

**Tasks and Responsibilities**

The tasks related to this employment opportunity include, but are not limited to:

1. Assist with planning, preparation and running of any children's ministry events during the course of employment, including weekly camps or special events related to children's ministry. The Special Needs counselor will have a specific focus on accessibility for children with special needs.
2. Coordinating with families during the registration process, identifying registrants with special needs and adapting programs as needed.
3. Advising volunteers and paid staff about the program modifications and requirements for children with special needs.
4. Provide assistance to families with children with special needs during Sunday services and summer programs by coordinating the use of the sensory room and support during Jr. church.
5. Work in cooperation with the church staff to establish and maintain church records and other administrative support.
6. Support Children's Ministry Coordinator with other duties as requested.

**Hourly Wage Rate:** \$18.00/hr

**Employment:** May 10, 2024- Aug 23, 2024 (15 weeks)

**Work Week:** 32 hours (typically Mon-Thurs and most Sundays)

**Qualifications:**

- Between 15 and 30 years of age and meet the criteria for Canada Summer Jobs Grant, the preferred candidate is over 18 years of age and willing to be a keyholder.
- Be a Canadian citizen or permanent resident with a valid social insurance number
- Familiarity with creating and sharing documents in google drive
- Must be available to work 32 hours per week in person starting May 10, 2024.
- Previous experience with children's ministries and summer camps is an asset.
- Previous experience working with children with diverse needs is an asset.
- Have passion for children with special needs and working with them
- Have enthusiasm and skills for teaching and leading activities with children, especially those with special needs
- Have read the church covenant and agree to implement it in matters of conduct and instruction with respect to the ministry work environments

- Comply with all screening procedures as outlined in 4.1 The Procedures Section of the Wyoming Baptist Church Child Safety Policy and Procedures. This includes but is not limited to, a current police criminal record check, references, and information form. Prospective interns will receive more information on the screening process once their application is received.

**Supervision and work relations:** The successful applicant will be directly supervised by the Children’s Ministry Coordinator (CMC) and Lead Pastor and will work in regular cooperation with the CMC, Lead Pastor, discipleship team, deacons and paid staff. They may also be requested to provide updates to the Elders.

Direct supervision through the Lead Pastor will include regular meetings, both weekly scheduled and as needed to review work schedule, plans and development of work projects. The Lead Pastor may, at their discretion, delegate some of this oversight to the CMC other respective ministry teams. However, the Lead Pastor remains responsible to ensure that the supervision is provided.

**Mentoring Plan:**

- The student will be requested to provide a detailed description of their summer work goals as they relate to their field of education and future career. These goals will be reviewed by the Lead Pastor and CMC and in cooperation with the student, may be refined as needed to make the most of their employment opportunity.
- In consideration for both student personal goals and the demands of the position, the supervisor and the student will also establish, within the first week of employment, the specific work skills that will be targeted for development over the course of the employment window.
- Once established as priority, the supervisor will ensure that opportunities are present within the work environment to call on such skills, and regular updates by the student employee will identify the extent to which the opportunities were helpful in doing so.
- The supervisor will meet weekly with the student to reflect on their experience and develop a broader understanding of Christian ministry work within the context of church and community.

All employees of Wyoming Baptist Church must complete and maintain training per the *Ontario Occupational Health and Safety Act and Regulations* upon hire.

All employees of Wyoming Baptist Church must review and follow the Policies and Procedures published by Wyoming Baptist Church.

Wyoming Baptist Church welcomes all applications. Accommodations will be for applicants with disabilities upon request, to allow for candidates to take part in all aspects of the selection process. Our thanks for your interest in this position; only those applicants selected for an interview will be contacted.

**Application Deadline:** April 5, 2024. Please email your cover letter and resume to [womingbaptistchurch@gmail.com](mailto:womingbaptistchurch@gmail.com) with the title “Student Job Application 2024” in the subject line.