



Ocean Crest Community Ministries

Job Title:	Children / Youth Coordinator	Job Category:	Excluded- Non-Union
Department:	Congregational Ministries	Pay Grade/Group:	
Location:	291 McLean Street	Travel Required:	Locally
Days:	Flexible	Hours:	20 hours per week
Supervisor:	Community Ministries Supervisor	Position Type:	Part Time- one year contract
ER Designate:	Patricia Roed	Date of Hire:	
Website	www.oceancrestchurch.org		

Our Mission

<p style="text-align: center;">OCEAN CREST MISSION STATEMENT:</p> <p>The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in Campbell River and surrounding communities.</p> <p>Every position contributes to the spiritual and social services mission of The Salvation Army</p>	<p style="text-align: center;">CORE VALUES</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ.</p> <p>Service: We reach out to support others without discrimination.</p> <p>Dignity: We respect and value each other, recognizing everyone’s worth.</p> <p>Stewardship: We responsibly manage the resources entrusted to us.</p>
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Job Description and Task List

JOB PURPOSE:

The Children/Youth Coordinator for Ocean Crest Community Church will coordinator activities associated with discipleship and outreach ministries such as messy church, Youth group , Bible studies and special events for Children and Youth from the church and local community.

ROLES:

The Incumbent is responsible for the following range of job duties characteristic, or typical of the job class:

- Contributes to the spiritual development of the children and youth of the church by mentoring, discipling, encouraging, and modelling appropriate Christian attitudes and behaviours.
- Coordinates, implements, maintains, and assists in the evaluation of programs/ministries relevant to the children and youth of the church and the community at large; may plan and conduct creative worship services, evangelistic outreach, care programs (including on-going visitation), and Bible studies as applicable.
- Interacts with community partners and resources to provide services; may include participation on community committees.
- Prays with and or leads children and youth and family members to faith in Jesus Christ as opportunity permits.

Administration:

- Maintains a high level of confidentiality.
- Keeps accurate records/logs of activities (including activity reports and statistical information)



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- Prints Posters, flyers, and use of all social media platforms to promote events, organizes schedule and does any necessary paperwork.
- May receive donations according to The Salvation Army polices and procedures. May oversee some cash relating to events and follow all cash counting polices.
- May organize and hold fundraising events to assist with program costs.
- Maintains a clean and organized workspace.

Communication:

- Always treat everyone with respect and dignity .
- Meets regularly with Supervisor/Corps Officer for planning and scheduling.
- May supervise fellow workers, students and/or volunteers.
- Perform other position related duties as required.

Program:

- May organize special programs or events.
- May assist with summer camping events, organizing travel for campers from Campbell River to Camp Sunrise. May attend and supervise retreats for youth.
- Attend team meetings with other leaders as required.
- Assist with fundraising as needed.

RESPONSIBILITIES:

- As per above
- Other duties as required.

PUBLIC RELATIONS:

- Provides visibility for The Salvation Army by maintaining positive relations within the community and Ocean Crest Community Church.

HEALTH, SAFETY & ENVIRONMENTAL:

- Demonstrate a high standard of personal hygiene.
- May be required to ensure that the building is secure and that safety standards are met or exceeded at all times.
- Ocean Crest has had long-standing policies of providing a safe and healthful workplace, protecting the environment, and conserving energy and natural resources. Every employee is expected to follow the policy and to report any environmental, health or safety concern or suggestion for improving our environmental impact to their manager.





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MINIMUM EDUCATION LEVEL ATTAINED:

Completion of High School, Grade 12 or equivalent

Post Secondary education, preferably in some form of Biblical studies, as well as experience in leadership in a congregational setting.

NOTE: An alternative level of education and experience may be acceptable.

SPECIAL LICENSES, DIPLOMAS, CERTIFICATIONS OR REQUIREMENTS:

The successful applicant will hold/have:

1. First Aid Certification
2. Fluent spoken and written English
3. Valid Driver's license and clean driver's abstract
4. Criminal Record Check
5. Excellent team and interpersonal skills
6. A passion to work with children, Youth, and families.
7. Good computer and social media aptitude.
8. Ability to work cooperatively in a team environment and fulfill responsibilities with minimal supervision.

TRAINING TO BE COMPLETED AFTER HIRING:

- WHIMIS
- Online New Hire Health and Safety courses
- Professional Boundaries course
- Non-Violent Crisis Intervention
- Other training as required by contract or The Salvation Army

MINIMUM PRIOR RELATED EXPERIENCE:

The incumbent must have the following experience before hire:

Minimum 1 year of prior related experience, including experience working with children and youth.

PHYSICAL EFFORT/DEXTERITY REQUIRED:

The performance of the job requires frequent set-up and clean-up for activities, participating in activities, keyboarding and occasionally transporting children and youth to and from events.

CONCENTRATION REQUIRED:



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The performance of the job requires attentive listening. Ability to give directions or guidance, and attention to computer work. Good time management and organizational skills and able to work without supervision.

RESPONSIBILITY FOR FINANCIAL RESOURCES:

The incumbent participates in minor financial matters regularly, or on a relief basis, or has responsibility for the wise use of their own resources. They may be authorized to spend, disburse, or collect small amounts of cash. The incumbent has some input into the annual budget.

RESPONSIBILITY FOR HUMAN RESOURCES:

The incumbent may be responsible as a group leader. They are responsible for providing direction and checking results but working along with those supervised.

The incumbent may supervisor volunteers.

Responsible to report via timesheet hours worked, sick time, appointment and vacation time and sign and return to supervisor for processing.

WORK ENVIRONMENT:

The incumbent's work environment is typically at the church or locations for planned events.

The following disagreeable work conditions may exist:

- Work-related stress
- Angry /Upset Children, Youth, or parents.
- Verbal abuse
- Challenging personalities
- Noisy
- The incumbent may have some travel requirements.
- The incumbent will work on a flexible schedule (irregular hours)

EXPOSURE TO HAZARDS:

The job incumbent may be exposed to the risk of minor harm, injury, or illnesses due to:

- Physical attacks by others (i.e., violent/aggressive client)
- Exposure to infectious diseases
- Emergency Response situations (fire, bomb threat, etc.)
- Other potentially dangerous situations
- Exposure to toxic chemicals

PRECAUTIONARY MEASURES:

The incumbent must take the following precautionary measures (in addition to health and safety rules):

- First Aid Level 1
- Non-violent crisis intervention training





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Please Initial