

Program Coordinator
(Young Adult Position – Ages 18 – 30)

Purpose of Position:

Grace Church is looking to fill two Program Coordinator positions for this summer. This is a position for young adults (approx. ages 18 -30). The Program Coordinators will lead, plan, organize and participate in various summer ministries at Grace Church West Hill.

Description and Expectations of Program Coordinator Position:

- Believer and follower of Christ
- Work under guidance and supervision of the Grace Camp Director and ultimately the Lead Pastor and Session Members
- Work with a team of Camp Counsellors and Volunteers
- Assist in Planning and leading the church programs/ ministries and group activities
- Work with Camp Counsellors, the Program Coordinators will actively lead, plan, and prepare various summer ministries at Grace Church two weeks in advance: Vacation Bible School (one week/ Mon-Fri/ Half-day), Drama & Arts Camp (two weeks/ Mon Fri/Full-day), Sports Camp (one week/ Mon-Fri/Full-day), Mixed Bag Camp (two weeks/ Mon-Fri/Full-day), ‘Clean-Up’ week, and Camp Round-Up Sunday (August 17th, 2025)
- Actively participate in and organize the summer ministries Sunday services programs: Family Time and Sunday School (one Sunday) as well as bi-weekly Youth & Young Adult gatherings.
- Plan and prepare arts and crafts
- Plan, distribute and assist with snacks for children/youth
- Engage children and youth in various games/ activities and Bible lessons
- Seek to positively invest in the lives of youth and children
- Provide supervision to children and youth
- Participate in staff meetings
- Be involved in the life and community of Grace Church West Hill
- Participate in Leadership Training Program(s)

Qualifications and Characteristics:

- Lives a lifestyle that models Christlike character to others
- Able to work well with others and as a team
- Able to patiently lead/mentor and work well with children and youth
- Good relational skills, punctual and ability to adapt to various challenges
- Reliable, responsible, productive, trustworthy, able to work independently
- Able to comprehensively teach the Bible to youth and children

Duration: 9 weeks (June 15th- August 17th, 2025) at approximately 40hrs a week for \$19.15/hr

Note: Interested candidates may send their resumes with a brief cover letter to Ryan Paul – Director of Grace Camps at West Hill by April 25th, 2025.

Email: gracecampdirector@gmail.com