

Arlington Woods Church Family Ministries Assistant, Internship 2023

Arlington Woods Church
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This paid internship position is open to all youth ages 15-30 as a part of the Canada Summer Jobs (CSJ) funding initiative. This position is paid for through the CSJ initiative to help give students experience working in roles that might not otherwise be available to them.

Role:

The Arlington Woods Church Family Ministries Assistant will prepare and assist the running of summer events and activities for children, youth, and families, and assist with various administrative tasks in the office. In this role, the Assistant will have a chance to develop leadership skills and be mentored by the Family Ministries Pastor and other church leadership. If the intern is a Bible College or Seminary student, there would also be opportunities available for preaching, planning, and leading several services in addition to the responsibilities listed below.

Responsibilities:

- Assist Family Ministries Pastor in the running of activities for children including: set-up, planning and implementing activities, organizing materials and supplies
- Serve on Sunday mornings by teaching children, leading children in group discussions, and providing supervision for children during our in-person morning kids ministry (KIDZONE)
- Provide direction and support to KIDZONE volunteers (collecting supplies, assisting with children, answering questions)
- Assist Office staff by updating our online bulletin and creating slides, answering the phone, taking messages and other administrative tasks
- Assist with other tasks as needed (for example- custodial duties- particularly during the period when our custodian is away)
- Participate in weekly staff meetings
- Help run and organize special summer events for kids, youth, and families.
- Potential for the intern to have opportunities alongside our Pastoral Care team (for example: visitation)
- Serve and assist in our White Pine Café.

Qualities:

Desired summer intern must have:

- A relationship with Jesus Christ and be actively involved in a program/study that encourages Christian growth (e.g. being a regular part of a church, being a part of a small group, or enrolled in Bible College)
- A police records check for work with the vulnerable sector (if intern is 18 years of age or older)
- Ability to work in a team environment

- A heart for children and youth, currently working with children and youth or have a desire to have a career that is related to children and youth
- Good communication skills, enthusiastic, self-starter/independent thinker
- Organized, task oriented
- Must be able to make decisions on the spot, fully participate in physical activities
- Must abide by dress code standards
- Computer knowledge (Microsoft Office, Publisher) an asset
- Musical ability (singing, leading action-songs) an asset
- Public speaking ability an asset

Duration/Hours of Work/Compensation:

This position is for 9 weeks of employment for 30 hours/week at a rate of \$16.50/hour. Suggested start date would be July 3, 2023 with an end date of September 4, 2023, but based on the intern's availability there is some flexibility to both start and end a week earlier.

The Internship Supervisor and summer intern will work together to create a weekly work schedule. Please note: Flexibility is important. The position includes working on Sunday mornings as well as working occasional evenings.

Application and Due Date:

Our preference would be to receive your cover letter and resume by email. Applications will be received until May 23, 2023. You can send it to Pastor Ben Spears at ben@arlingtonwoods.ca. Questions can be directed to Pastor Ben Spears at the above email address.