**Summer Sunday School Program Coordinator**

Hours of Work - 3 hours/ week, including preparation and program time (July - Sept 2020)

**Summary**

Bethel Chinese Christian M.B. Church (in Vancouver) is looking for an adult or a mature university or college student to lead the development and delivery of their Sumer Sunday School Program for children ages 3-12.

The ideal candidate should have experience in childhood education, after-school programs, or camps as a project leader or program coordinator. Familiarity with, and experience in a church environment, is also an asset.

**Main Responsibilities**

* Reviews curriculum options and develops the framework for the Summer Sunday School Program.
* Works with the KM minister, KM Committee, volunteer teachers/helpers to plan the lessons for the weekly Summer Sunday School program for children ages 3-12. (Sundays 10:00 – 11:30 am).
* Deliver the Summer Sunday School program every Sunday, with support from KM minister, volunteer teacher and helper.
* Communicates regularly with staffs, parents, and members of the congregation on Summer Sunday School plans and activities.
* Consults regularly with the KM Minister to ensure program activities complement and support wider church initiatives.
* Works with the minister to plan and organize the participation of the children in the occasional Sunday worship service and other special events in the church when required.

**Education /Training and Skills**

* Is a baptized lay person
* Christian Development training and/or experience related to children development.
* Experience working in leadership roles with children.
* Excellent interpersonal skills with people of all ages
* Excellent communication skills – both in-person and on-line
* Excellent organizational and coordination skills
* Ability to work independently

**Working Conditions**

* Requires attendance at Bethel Chinese Christian M.B. church on ALL Sundays between 9:45 a.m. and 12:00 p.m.
* Requires to spend time during the week to prepare for the Sunday program.

**Terms of Employment**

* The contract is for an average of 3 hours per week from July to Sept 2020.
* Salary is max $250.00 per month, depending on experience.
* Current Police Records Check is required.
* Desire Start date is July 5, 2020 with successful applicant.
* Must be eligible to work in Canada.

**To Apply Send your resumé along with a cover letter describing:**

* How your skills and experience relate to this position,
* The church(es) you have attended,
* A description of your experience or participation in those churches, and,
* Your experience in working with children.

To apply or to request more information, send an email to alice.leung@bethelmb.org .