



5337 180 Street
Surrey BC. V3S 4K5

CHILD AND YOUTH WORKER INTERN

Hours Required: TBD – max 280 hours.

JOB DESCRIPTION

The individual employed in this role will be hired to work alongside Pacific Community Church's Family & Women's Ministries Pastor and Youth Pastor. The Child and Youth Worker Intern will assist with planning, promoting, and running summer child and youth events including Pacific Kids' soccer camp. Additionally, the individual hired for this role will work with the—previously mentioned—pastors to prepare for our child and youth Fall and Spring calendar of events for September 2023 to June 2024. Further, the Child and Youth Worker Intern will have responsibilities related to implementing Pacific Kids' Summer Sunday program.

This person will develop skills in leadership as they learn how to plan and promote an event, given the opportunity to run the event with supervision provided in the background; they will develop skills in compassion as our church is very involved and supportive of society's marginalized; they will develop skills in communication as they learn to promote events through social media, email, our church management system, and our website.

The student will have the opportunity to be mentored by the Youth Pastor and the Family and Women's Ministries Pastor on a regular basis. The student will be trained to ensure the highest level of professional standards of ethics and confidentiality in all programs and agency policies/procedures. A focus on the student/mentor will be to develop an honest work relationship with all other staff, learning how to delegate and taking complete responsibility for the completion of tasks given to the student. The intern will also be given the opportunity to work on other skills and tasks as assigned daily.

POSSIBLE AREAS OF FOCUS JOB RESPONSIBILITIES

- Teaching Pacific Kids classes.
- Helping to setup and supervise children's ministry classrooms on Sundays.
- Performing administrative tasks.
- Calendar development.

- Scheduling events and programs.
- Assisting with Pacific Kids' Summer Soccer Camp.
- Plan, promote, and coordinate youth summer events.
- Grow in teaching, service, and team leadership abilities.
- Research best practices and brainstorm new creative ideas/programs.
- Develop fundraising strategies for retreats and events.
- Creating digital content for social media, emails, and website.
- Grow in compassion through working with vulnerable groups.
- Planning and running music for church & youth events.
- Focus on leadership development and communication skills through teamwork and directing teams of musicians and volunteers.
- Technological development and maintenance skills.

WORKING RELATIONSHIPS

- Who you are responsible for: preschool kids to Grade 12 youths.
- Who are you responsible to: Family and Women's Ministries Pastor and Youth Pastor.
- Who you work closely with: Family and Women's Ministries Pastor and Youth Pastor.

REQUIREMENTS

- Relationship with God through profession of faith
- Positive, friendly person with proven interpersonal and communication skills
- A desire to serve the community's needs in a tangible way.
- Successful criminal record background check with vulnerable sector check and reference

ABILITIES

- Curious and adaptable
- Thrive in an ever-changing environment.
- Proven ability to meet deadlines.
- Ability to multi-task and prioritize effectively.
- Self-motivated, able to work independently.
- Willingness to learn and expand knowledge.
- Highly developed client/customer service skills
- Organizational skills, with strong attention to detail and follow-through
- Strong team player

OTHER COMMENTS

This job supports our Member of Parliament's local priorities in the following ways:

- Our Summer Intern will support our not-for-profit organization. We offer programs and/or support to low-income families, persons with disabilities and seniors. Our target group are those who require social assistance, and

we offer many opportunities for them to participate, free of charge, in these programs. We believe in supporting our community and have community events throughout the year that are open to all walks of life. This student will have the unique opportunity of developing skills working with children and youth as they focus on the specific details of the job, as well as partnering with the Cloverdale Community Kitchen and serving our community and their needs.

- As part of our Member of Parliament's local priorities, we offer the following skills training:
 - The supervision plan will focus on developing skills in the specific job activities listed in our application. Training will be provided to assist the summer intern in communicating professionally with our clients and on behalf of us as an employer; a life skill that will be used for years to come.
 - Through the one-on-one supervision, teamwork will be developed as the summer intern will be required to work with people in both small and large groups. Tasks will have to be coordinated, plans will be made as a team, decisions will be made, and any conflicts will be worked through.
 - Communication will be key, and the mentor will assist with developing speaking, listening, and writing skills as the student works with clients.
 - Our organization relies on digital systems and the student will have opportunities to input, access, organize, create, and communicate information and ideas using computers, email, podcasts, web applications, smart phones, and other digital devices.
 - Another focus on the student/mentor relationship will be developing an honest work relationship with all other staff, learning how to delegate and taking complete responsibility for the completion of tasks given to the student. The student will be trained to ensure the highest level of professional standards of ethics and confidentiality in all program and agency policies and procedures.