

Summer Student Position – Trinity-St. Stephen's United Church

Trinity-St. Stephen's United Church has a 10-week summer employment opportunity for a **Youth Program Coordinator**.

Roles & Responsibilities:

To plan, facilitate, promote and organize volunteers for the following youth programs:

- Weekly drop-in for ages 11-15 years
- One weeklong Vacation Bible School Program for ages 4-11 (Curriculum provided)
- Two Family Fun evenings

Requirements:

- High School Diploma
- Police Record Check (Vulnerable Sector)
- Must be attending a post-secondary institution in the fall.

Preferred Skills:

Teamwork, good communicator, E-mail, texting, social media skills, attention to details, takes initiative, willingness to learn, manage a budget, ability to work in Microsoft Word and Excel an asset.

Hours of Work:

Full-time (35 hours/week) Monday to Friday, occasional evenings

Rate of Pay:

\$13.55/hour

Start and End Dates:

Flexible

Application Submission:

Please submit a résumé via e-mail office@tssuc.com or by mail: P.O. Box 413, Amherst NS B4H 3Z5