



# CLC IS HIRING!

2024 Canada Summer Job Interns Positions

Available:

VDC Camp Supervisor  
Sports Camp Supervisor  
Camp Leaders  
Children's Ministry Assistants

Student Ministries Supervisor  
Student Ministries Assistants

(See below for a full listing of job descriptions)

Please note:

The job descriptions below are not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. CLC promotes a flexible staff work environment for our Canada Summer Job (CSJ) youth which provides workplace flexibility to accommodate all departments within CLC.

While these job descriptions are intended to be an accurate reflection of the current jobs, CLC staff reserves the right to revise the jobs, work schedules and/or to require that other or different tasks be performed when circumstances change (e.g. emergencies, changes in personnel, workloads, rush jobs, technological developments, provincial COVID-19 guidelines, etc.) in adherence with Canada Summer Job (CSJ) requirements.

All Position resumes due no later than April 25<sup>th</sup>.

*(Please see individual positions for specific resume due dates.)*

Please send resumes to [life@christianlifecentre.ca](mailto:life@christianlifecentre.ca)

(Interviews will take place April 11<sup>th</sup> (VDC Camp Supervisor) and April 30<sup>th</sup>-May 2<sup>nd</sup> for selected applicants only)

**\*\*ALL APPLICANTS MUST BE BETWEEN THE AGES OF 15-30 YEARS OLD ON OR BEFORE  
APRIL 26th, 2024\*\***



## VDC Camp Supervisor

We are looking for one (1) student:

### Tasks & Responsibilities

- Plan, organize, direct, administrate and oversee the set up and prep of all activities and camp stations including daily rotations, story time, flow of schedule, etc.
- Responsible for the coordination, set up and communication with any vendors as well as any special event days under the guidance/direction of leadership/senior staff
- Direct & oversee the development of camp program plans and schedules to ensure they are age appropriate.
- Demonstrates positive attitude and respectful communication with campers, families & camp staff.
- Ensures supplies and equipment are ordered and maintained in a safe working condition.
- Coordinate, direct and participate in pre-camp set up, post-camp clean up/take down as well as clean up throughout the summer.
- Track & monitor camp expenses, order supplies/equipment and ensure they are properly stocked, maintained and in safe working conditions.
- Enforce appropriate safety regulations and lead emergency procedures.
- Provide ongoing direction and feedback (verbal & written) to camp staff in order to support and assist staff with skill and professional development.
- Recommends changes to policies to better serve the needs of the camp.
- Assist with the integration and support of campers with special needs.
- Other duties for all ministries as required



### Qualifications:

- Strong moral character
- Exceptional communication skills with the ability to convey warmth, enthusiasm, authority and trust
- Previous camp, recreation, sports management or church experience working or volunteering with children and/or directing, planning & administrating of the same an asset
- Ability to provide leadership, counsel, motivation and supervision of campers and volunteers
- Ability to set objectives, delegate, multitask, prioritize workflow at an advanced level with strong attention to detail such that goals are efficiently met; must be independent, self-motivated, flexible and proactive
- Able to maintain confidential information
- Understanding of child and youth engagement techniques
- Strong conflict resolution skills and experience in child & youth behavior management preferably in a camp setting
- An original current Emergency First Aid/CPR certification as recognized by the WSIB and/or Red Cross an asset
- Plan to Protect Training and/or Healthy Child Development Training (HIGH FIVE®) an asset
- Applicants who do not have the above three certifications will be required to participate in these certification/training at the beginning of their internship covered by CLC along with submitted a police background criminal check
- Access to a personal computer and able to work remotely, if necessary

### Required Characteristics:

- Spiritually maturing (i.e. lived out Christian faith, deepening prayer life, a passion in worship, increasing in the fruits of the Spirit and a boldness in sharing his/her faith when opportunities arise)
- Servant's heart for ministry with a teachable and open attitude; servant leader with the flexibility & willingness to help out wherever help is needed
- Ability to work collaboratively with internal CLC staff and camp staff
- Strong interpersonal, motivational and communication skills



- Customer service oriented, responsible, very well-organized, patient, outgoing, friendly, energetic, resourceful, approachable and able to cope with busy office/camp atmosphere; loves children
- Demonstrates initiative, creativity, ability to work independently and within a team and excellence in leading

Work Details:

*Please note all details are subject to  
change based on **Government**  
**Approval of Grants.***

- Duration: May 6th-July 19th, 2024
- 10 weeks; 40hrs/wks
- Work hours
  - June 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup> – teambuilding, discipleship & leadership training (6:30p-8:15p)
  - June - all day training (8hrs x 2 days)
  - Pre-camp hours (9a-5p, May 6<sup>th</sup>-July 5th)
  - VDC hours (7a-1p, July 8-12th)
  - Post Camp (9a-5p, July 15<sup>th</sup>-19<sup>th</sup>)
  - hours subject to be adjusted to accommodate summer camp hours



# Summer Camp Leaders

We are looking for two (2) students:

## Tasks & Responsibilities

- Plan, organize, direct, administrate and oversee a safe & enjoyable age-specific summer camp under the guidance/direction of leadership/senior staff
- Supports recruitment, hiring and training of camp staff & volunteers.
- Provides ongoing direction and feedback (verbal & written) to camp staff.
- Takes action to deal with incidents, problems, emergencies and parent/caregiver or camper or camp staff concerns/inquiries
- Maintain camper confidentiality
- Direct & oversee the development of camp program plans and schedules to ensure they are age appropriate.
- Demonstrates positive attitude and respectful communication with campers, families & camp staff.
- Ensures supplies and equipment are ordered and maintained in a safe working condition.
- Coordinate, direct and participate in pre-camp set up, post-camp clean up/take down as well as clean up throughout the summer.
- Enforce appropriate safety regulations and lead emergency procedures.
- Provide ongoing direction and feedback (verbal & written) to camp staff in order to support and assist staff with skill and professional development.
- Recommends changes to policies to better serve the needs of the camp.
- Assist with the integration and support of campers with special needs.
- Other duties for all ministries as required

## Qualifications:

- Strong moral character
- Exceptional communication skills with the ability to convey warmth, enthusiasm, authority and trust



- Previous camp, recreation, sports management or church experience working or volunteering with children and/or directing, planning & administering of the same an asset
- Ability to provide leadership, counsel, motivation and supervision of campers and volunteers
- Ability to set objectives, delegate, multitask, prioritize workflow at an advanced level with strong attention to detail such that goals are efficiently met; must be independent, self-motivated, flexible and proactive
- Able to maintain confidential information
- Understanding of child and youth engagement techniques
- Strong conflict resolution skills and experience in child & youth behavior management preferably in a camp setting
- An original current Emergency First Aid/CPR certification as recognized by the WSIB and/or Red Cross an asset
- Plan to Protect Training and/or Healthy Child Development Training (HIGH FIVE®) an asset
- Applicants who do not have the above three certifications will be required to participate in these certification/training at the beginning of their internship covered by CLC along with submitted a police background criminal check
- Access to a personal computer and able to work remotely, if necessary

#### Required Characteristics:

- Spiritually maturing (i.e. lived out Christian faith, deepening prayer life, a passion in worship, increasing in the fruits of the Spirit and a boldness in sharing his/her faith when opportunities arise)
- Servant's heart for ministry with a teachable and open attitude; servant leader with the flexibility & willingness to help out wherever help is needed
- Ability to work collaboratively with internal CLC staff and camp staff
- Strong interpersonal, motivational and communication skills
- Customer service oriented, responsible, very well-organized, patient, outgoing, friendly, energetic, resourceful, approachable and able to cope with busy office/camp atmosphere; loves children
- Demonstrates initiative, creativity, ability to work independently and within a team and excellence in leading



### Work Details:

*Please note all details are subject to change based on **Government Approval** of Grants.*

- Duration: June 3-August 30, 2024
- 12 weeks; 40hrs/wk
- Work hours
  - June 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup> – teambuilding, discipleship & leadership training (6:30p-8:15p)
  - June – all day training (8hrs x 2 days)
  - Pre-camp hours (9a-5p, June 3-July 5, July 15-Aug 16)
  - VDC hours (7a-1p, July 8-12)
  - Sports Camp Week, Monday – Friday: 7a-6p
  - Post Camp (9a-4p, August 26-30)
  - hours subject to be adjusted to accommodate summer camp hours



# Sports Camp Supervisor

We are looking for one (1) student:

## Tasks & Responsibilities

- Plan, organize, direct, administrate and oversee the set up and prep of all activities and camp stations including daily rotations, story time, flow of schedule, etc.
- Responsible for the coordination, set up and communication with any vendors as well as any special event days under the guidance/direction of leadership/senior staff
- Direct & oversee the development of camp program plans and schedules to ensure they are age appropriate.
- Demonstrates positive attitude and respectful communication with campers, families & camp staff.
- Ensures supplies and equipment are ordered and maintained in a safe working condition.
- Coordinate, direct and participate in pre-camp set up, post-camp clean up/take down as well as clean up throughout the summer.
- Track & monitor camp expenses, order supplies/equipment and ensure they are properly stocked, maintained and in safe working conditions.
- Enforce appropriate safety regulations and lead emergency procedures.
- Provide ongoing direction and feedback (verbal & written) to camp staff in order to support and assist staff with skill and professional development.
- Recommends changes to policies to better serve the needs of the camp.
- Assist with the integration and support of campers with special needs.
- Other duties for all ministries as required





### Qualifications:

- Strong moral character
- Exceptional communication skills with the ability to convey warmth, enthusiasm, authority and trust
- Previous camp, recreation, sports management or church experience working or volunteering with children and/or directing, planning & administrating of the same an asset
- Ability to provide leadership, counsel, motivation and supervision of campers and volunteers
- Ability to set objectives, delegate, multitask, prioritize workflow at an advanced level with strong attention to detail such that goals are efficiently met; must be independent, self-motivated, flexible and proactive
- Able to maintain confidential information
- Understanding of child and youth engagement techniques
- Strong conflict resolution skills and experience in child & youth behavior management preferably in a camp setting
- An original current Emergency First Aid/CPR certification as recognized by the WSIB and/or Red Cross an asset
- Plan to Protect Training and/or Healthy Child Development Training (HIGH FIVE®) an asset
- Applicants who do not have the above three certifications will be required to participate in these certification/training at the beginning of their internship covered by CLC along with submitted a police background criminal check
- Access to a personal computer and able to work remotely, if necessary

### Required Characteristics:

- Spiritually maturing (i.e. lived out Christian faith, deepening prayer life, a passion in worship, increasing in the fruits of the Spirit and a boldness in sharing his/her faith when opportunities arise)
- Servant's heart for ministry with a teachable and open attitude; servant leader with the flexibility & willingness to help out wherever help is needed
- Ability to work collaboratively with internal CLC staff and camp staff
- Strong interpersonal, motivational and communication skills



- Customer service oriented, responsible, very well-organized, patient, outgoing, friendly, energetic, resourceful, approachable and able to cope with busy office/camp atmosphere; loves children
- Demonstrates initiative, creativity, ability to work independently and within a team and excellence in leading

Work Details:

*Please note all details are subject to  
change based on **Government**  
**Approval of Grants.***

- Duration: June 3-August 30, 2024
- 12 weeks; 40hrs/wk
- Work hours
  - June 11<sup>th</sup>, 18<sup>th</sup>, 25<sup>th</sup> – teambuilding, discipleship & leadership training (6:30p-8:15p)
  - June – all day training (8hrs x 2 days)
  - Pre-camp hours (9a-5p, June 3 -Aug 16)
  - Sports Camp Week, Monday – Friday: 7a-6p
  - Post Camp (9a-1p, August 26-30)
  - hours subject to be adjusted to accommodate summer camp hours



# Children's Ministry Assistant

We are looking for four (4) students:

## Tasks & Responsibilities

- Perform a variety of leadership, organizational and administrative tasks that support the Spiritual Formation of children by partnering with parents/guardians; encourage and support faith nurturing at home and intergenerational learning
- Assist with all Children's Ministry events, including our Sunday children's program for children, birth through fourth grade to create relational learning experiences
- Prepare and gather supplies and material for classes and activities, including computer lesson setups, class set up/tear down, check-in station, etc.
- Lead and pray for children in a public forum; Teach classes from nursery to Grade 4 as necessary
- Assist with preparation for all church events and programs as needed, including VDC/Sports Camp & Family Night
- Manage & proactively resolve parent/guardian inquiries & requests and other parent/camper satisfaction-related issues ensuring efficient and timely response to email and telephone enquiries on a daily basis including voicemail
- Interacts with children, parents/caregivers, CLC Kids volunteers and other community members to provide ministry information; appropriate attire, grooming and a diligent work ethic
- Demonstrate positive attitude and respectful communication with children, families, volunteers & CLC staff
- Attend staff meetings and work collaboratively with CLC staff, church leaders & congregation
- Help facilitate effective communications with parents, volunteers and others (individuals/companies) within our community through phone, email, social media, etc
- Be able to recruit, lead/oversee and onboard CLC Kids volunteers; Communicate volunteer schedules and send out lessons and reminders for teaching
- Other duties for all ministries as required, including but not limited to Youth Department



### Qualifications:

- Strong & personal relationship with Jesus Christ; strong theological background, biblical literacy and ability to guide campers, staff and volunteers on their faith journey
- Formal education in the area of children's ministry a strong asset
- Servant's heart for ministry with a teachable and open attitude
- Excellent communication skills; verbal, written and listening
- Able to maintain confidential information
- Strong organizational skills, flexible and able to meet deadlines; ability to maintain multiple priorities and use sound judgement
- Experience with computer systems (i.e. Microsoft Office, etc.), including web based applications (i.e. Canva, Google calendar, Zoom, Planning Centre, etc.)
- Previous work or volunteer experience with church programs, children & parents/guardians
- A current standard First Aid/CPR Certification, Plan to Protect Training and Police Criminal Background Check, or willing to obtain
- Servant leader with the flexibility and willingness to help out wherever help is needed
- Access to a personal computer and able to work remotely, if necessary

### Required Characteristics:

- Spiritually maturing (i.e. lived out Christian faith, deepening prayer life, a passion in worship, increasing in the fruits of the Spirit and a boldness in sharing his/her faith when opportunities arise)
- Outgoing, friendly and approachable; loves children
- Demonstrates initiative, creativity, ability to work independently and within a team and excellence in leading



Work Details:

*Please note all details are subject to change based on **Government Approval** of Grants.*

- Duration: July 1-August 30, 2023
- 8 weeks; 35hrs/wk
- Monday – Thursday, 9:00am-4:00pm
- Sunday's: 9:00a-12:00p



# Student Ministries Supervisor

**We are looking for one (1) student:**

## Tasks & Responsibilities

- Report directly to the Student Ministries Pastor for duration of contract.
- Oversee and direct the Student Ministries Assistants alongside of the Student Ministries Pastor.
- Cast Vision and Developing programming for all Youth Ministry events, including our Sunday Jr High (Gr 5-8) program & Summer Sr High program for students in Grades 5-12; support the Spiritual Formation of youth
- Teach, lead and pray with students as necessary
- Help oversee the extracurricular activities that are planned during the summer months during the daytime while the students are out of school
- Assist with preparation for all church events and programs as needed, including VDC and Summer Camps & Family Night
- Attend staff meetings and work collaboratively with CLC staff, church leaders & congregation
- Help facilitate effective communications with students, parents, youth leaders, volunteers and others (individuals/companies) within our community through phone, email, social media, etc
- Assist Student Ministries Pastor and attend weekly youth events and activities
- Other duties for all ministries as required, including but not limited to Children's Department

## Qualifications:

- Excellent communication skills; verbal, written and listening
- Ability to lead, delegate, empower and share responsibilities within a team.
- Able to maintain confidential information
- Strong organizational skills, flexible and able to meet deadlines; ability to maintain multiple priorities and use sound judgement
- Experience with computer systems (i.e. Microsoft Office, etc), including web based applications (i.e. Canva, Google calendar, Planning Center, Zoom, etc)
- Previous work or volunteer experience with church programs
- A current standard First Aid/CPR Certification, Plan to Protect Training and Police Criminal Background Check, or willing to obtain
- Access to a personal computer and able to work remotely, if necessary
- Servant leader with flexibility and willingness to help where help is needed



### Required Characteristics:

- Personal relationship with Jesus Christ
- Servant's heart for ministry with a teachable and open attitude
- Outgoing, friendly and approachable; loves youth
- Demonstrates initiative, creativity, ability to work independently and within a team and excellence in leading

### Work Details:

*Please note all details are subject to change based on **Government Approval** of Grants.*

- Duration: June 3rd-August 26, 2023
- 12 weeks; 35hrs/wk
- Regular Hours:
  - Tuesday, Wednesday – 9:00a-5:00p
  - Thursday – 9:00a – 10:00p (Jr.High/Sr.High Night)
  - Friday's – 9:00a – 5:00p
  - Sunday's: 9:00a-12:00p
  - Special Weekends: (Jr.High Camp – July 4-7, Sr.High Camp – August 15-18)



# Student Ministries Assistant

We are looking for four (4) students:

## Tasks & Responsibilities

- Report directly to Student Ministries Supervisor and Student Ministries Pastor for duration of contract.
- Assist with all Youth Ministry events, including our Sunday Jr High (Gr 5-8) program & Summer Sr High program for students in Grades 5-12; support the Spiritual Formation of youth
- Teach, lead and pray with students as necessary
- Help oversee the extracurricular activities that are planned during the summer months during the daytime while the students are out of school
- Assist with preparation for all church events and programs as needed, including VDC and Summer Camps & Family Night
- Attend staff meetings and work collaboratively with CLC staff, church leaders & congregation
- Help facilitate effective communications with students, parents, youth leaders, volunteers and others (individuals/companies) within our community through phone, email, social media, etc
- Assist Student Ministries Pastor and attend weekly youth events and activities
- Other duties for all ministries as required, including but not limited to Children's Department

## Qualifications:

- Excellent communication skills; verbal, written and listening
- Able to maintain confidential information
- Strong organizational skills, flexible and able to meet deadlines; ability to maintain multiple priorities and use sound judgement
- Experience with computer systems (i.e. Microsoft Office, etc), including web based applications (i.e. Canva, Google calendar, Planning Center, Zoom, etc)
- Previous work or volunteer experience with church programs
- A current standard First Aid/CPR Certification, Plan to Protect Training and Police Criminal Background Check, or willing to obtain
- Access to a personal computer and able to work remotely, if necessary
- Servant leader with flexibility and willingness to help where help is needed





### Required Characteristics:

- Personal relationship with Jesus Christ
- Servant's heart for ministry with a teachable and open attitude
- Outgoing, friendly and approachable; loves youth
- Demonstrates initiative, creativity, ability to work independently and within a team and excellence in leading

### Work Details:

*Please note all details are subject to change based on **Government Approval** of Grants.*

- Duration: June 17-August 26, 2023
- 10 weeks; 35hrs/wk
- Regular Hours:
  - Tuesday, Wednesday – 9:00a-5:00p
  - Thursday – 9:00a – 10:00p (Jr.High/Sr.High Night)
  - Friday's – 9:00a – 5:00p
  - Sunday's: 9:00a-12:00p
  - Special Weekends: (Jr.High Camp – July 4-7, Sr.High Camp – August 15-18)