



## Youth Mission Program Coordinator

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**Position:** Youth Mission Program Coordinator

**Reports to:** Minister of Children, Youth and Young Families  
Co-Chairs of Ministry and Personnel

### **Role of this position**

- To oversee the operation of a local youth mission program on and off-site, before, during and after the program itself – and acting as support staff for multiple sites across the country.
- To participate with The GO Project Summer Team to create and maintain the integrity of the mission program.

### **Responsibilities**

The Youth Mission Program Coordinator is responsible to

- ✓ Oversee the use of the Gower spaces and its contents ensuring that they are used responsibly.
- ✓ Model and teach Gower's, The GO Project and UCC values and beliefs about all ages faith development and intentional community living.
- ✓ Provide resource support to the team of summer staff through strong leadership, mentoring and knowledge.
- ✓ Work closely with the Minister of Children Youth and Young Families and the Minister to The GO Project
- ✓ Develop in coordination with other site coordinators a summer curriculum and program template.
- ✓ Facilitate all aspects of food justice, including the production of a menu, supervision of teams of young people in food preparation and workshops with the aim of education for food sovereignty.
- ✓ Communicate the program logistics to Gower congregation through face to face meetings, regular check-ins with ministry personnel, media releases, volunteer coordination, etc.

### **Typical Duties**

- ✓ Communicate with potential participants to motivate them towards attending a program.
- ✓ Distribute necessary documents and information to registered participants.
- ✓ Conduct presentations to groups to increase program visibility.
- ✓ Coordinate media releases in local community.
- ✓ Provide daily planning support and check-in with the summer team.
- ✓ Participate in all programs.

- ✓ Promote and maintain a safe environment for all staff and youth and be prepared to implement fire, safety, first aid and other emergency procedures if necessary.
- ✓ Communicate frequently with the Minister of Children, Youth and Young Families and Minister to The GO Project.
- ✓ Meet weekly with GO Project summer team.
- ✓ Report abuse disclosures, and any concerns about minors in the care to the Minister of Children, Youth and Young Families and Minister to The GO Project.
- ✓ Coordinate leadership of resource people and sites.
- ✓ Design and lead opportunities for participants to connect with each other.
- ✓ Anticipate needs and problem-solve at events.
- ✓ Ensure that the preparation of food, meeting all food-safe guidelines and offering support to site staff who lead groups of youth in the preparation of meals.
- ✓ Recruit, communicate with and supervise local volunteers.
- ✓ Develop strategies and recommendations for the future of the program, including funding proposals.
- ✓ Create a debriefing experience, including evaluation for all program participants, community groups and staff.
- ✓ Compile a year-end report to be submitted to granting agencies and church bodies.

### **Qualifications**

- ✓ Leadership Experience with a camp or day program
- ✓ Experience in collaborative team leadership
- ✓ Experience as a group facilitator
- ✓ Experience and training in Effective Communication, including giving and receiving feedback and conflict resolution
- ✓ Knowledge and experience responding to emergency situations
- ✓ Experience working with children with special needs
- ✓ Experience and training in responding to disclosures of abuse from children
- ✓ Food Safety Training (will certify staff)
- ✓ 4 years of leadership in Christian context (not required but helpful)
- ✓ Training or relevant experience in providing resource and planning support within a Christian Context (not required but helpful)
- ✓ Past youth mission experience (not required but helpful)

### **Skills and Abilities**

- ✓ Supervision and performance evaluation skills
- ✓ Team building skills
- ✓ Experience and comfort offering leadership in a Christian environment
- ✓ Skill at working with biblical and theological concepts and stories
- ✓ Proven communication and conflict resolution skills with individuals and groups
- ✓ Proven pastoral care skills
- ✓ Ability to organize and be attentive to detail

- ✓ Able to work in an environment where interruptions are frequent
- ✓ Able to work effectively in the midst of multiple and varied work demands
- ✓ Maintain a high level of confidentiality

**Accountability**

This position reports to the Minister of Children, Youth and Young Families, Gower Ministry and Personnel Committee and is mentored by the Minister in partnership with The GO Project.

**Compensation**

The rate of pay for a coordinator is \$19 per hour for 9 weeks.

**Dates of Work**

The position youth coordinator beings on June 10<sup>th</sup> – August 9<sup>th</sup>, 2024

Send your cover letter and resume to [gusc@nl.rogers.com](mailto:gusc@nl.rogers.com) by May 10<sup>th</sup>, 2024.