



Assistant Director Job Posting/Description

Contract Length: July 2nd – August 9th /2024 (6 weeks) 35 hours/week.

Hours will vary day to day and will include some evenings and weekends.

Rate: \$16.55/hr

Supervised by: Sarah Wight, Maple Hill's Children and Youth Coordinator

Number of hires for this role: 1

Job Overview:

The assistant director will be required to assist the Children and Youth Coordinator and the Camp Coordinator in planning, leading and facilitating the children and youth summer projects, events and responsibilities assigned throughout the duration of the contract, including two weeklong children's summer day camps.

Responsibilities – including but not limited to:

Organize, plan, and participate in two weeklong children's summer day camps:

- Work alongside the camp coordinator with their tasks in preparing for camps.
- Help in any area needed for camps to run smoothly and be successful.
- Oversee and help with the set up, implementation and clean up of both summer camps.

Assist Children & Youth Coordinator in her tasks – including but not limited to:

- Participate in weekly office staff meetings.
- Help organize and facilitate the youth events and Childrens programs.
- Program prep for the summer and next years Childrens programs.
- Facility maintenance and preparation (painting, organizing, cleaning toys, sorting resources).

Requirements:

- A team player who is committed to ministry, loving, and impacting their lives for the Lord preferred.
- Between the ages of 15-30 years.
- Prior experience working with children, Child Care, youth, or a camp setting is preferred.
- First Aid & CPR and Food Handlers training preferred.
- Able to provide a clear vulnerable sector check (if over the age of 18 years).
- Strong communication, organization, computer and leadership skills.
- Attention to detail and ability to take initiative.
- Physically able to complete moderately active tasks such as lifting and carrying items, painting etc.
- Ability to problem solve and deal with conflict in a healthy and respectful way.
- Ability to work independently, establish priorities and proceed with objectives with little supervision.

Interested applicants can direct their resume to Sarah via email sarah@maplehillbaptist.org

Only applicants of interest will be contacted for an interview.