



## **Kid's & Youth Program Coordinator**

### **Position Type**

Full-Time Summer Position (35 hrs/week for 8 weeks)

### **Location**

Hillcrest Baptist Church, Saint John, NB

### **Position Summary**

Hillcrest Baptist Church is seeking a mature, organized, and relational leader to coordinate and lead children and youth programming throughout the summer. This role combines leadership of the mid-week kids program and weekly youth programming while also supporting larger church and community initiatives.

The ideal candidate enjoys mentoring young people, organizing engaging activities, building volunteer teams, and creating safe and welcoming spaces where children and youth feel connected and valued.

This role includes:

- Weekly children's mid-week programming
- Weekly youth gatherings or themed drop-in events
- Volunteer coordination and communication
- Program planning and administration
- Support for church-wide summer events and children's ministry initiatives

### **Key Responsibilities**

#### **Mid-Week Children's Programming**

- Plan and lead weekly children's activities including games, crafts, themed lessons, and interactive experiences.
- Develop overall summer themes, schedules, and activity plans.
- Prepare and organize supplies, decorations, and learning materials.
- Build relationships with children and families.
- Create a safe, welcoming, and inclusive environment.

#### **Youth Programming**

- Plan and facilitate one weekly youth connection opportunity.
- Coordinate either:
  - a Sunday youth connection group during church services, or
  - a themed youth drop-in/activity night during the week.
- Create engaging activities that encourage connection, belonging, creativity, and mentorship.
- Foster positive relationships with youth and young adults.



## Volunteer & Administrative Support

- Recruit and communicate with volunteers.
- Assist with scheduling volunteers and coordinating support teams.
- Help prepare communication materials for families and participants.
- Assist with reporting, attendance tracking, budgeting, and program evaluations.
- Participate in staff meetings and planning sessions.

## Collaborative Ministry Support

- Provide support for community events and church-wide summer initiatives.
- Assist the Community & Family Events Coordinator with setup, programming, hospitality, and event operations.
- Work collaboratively as part of the summer ministry team.

## Estimated Hours Breakdown (280 Hours)

Responsibility	Estimated Hours
Mid-week children’s program planning & preparation	85
Weekly mid-week kids programming	40
Youth program planning & leadership	50
Volunteer coordination & communication	35
Supplies, setup, and administration	20
Staff meetings, reports, and budgeting	20
Support for other summer programs & events (Support role for Sunday Kid’s program)	30
<b>Total Hours</b>	<b>280</b>

## Qualifications

- Experience working with children and/or youth in ministry, recreation, education, camp, or volunteer settings.
- Strong communication and leadership skills.
- Mature, dependable, and self-motivated.
- Comfortable leading group activities and building relationships.
- Organized and able to manage multiple responsibilities.
- Creative, energetic, and team-oriented.
- Experience with churches, camps, youth programs, or community programming is considered an asset.