

Canada Summer Jobs

Opportunities at CCAC

CCAC is looking to hire **six** summer students this year.

- 5 Children Summer Camp Coordinator (Plan & Direct)
- 1 Children Summer Camp Coordinator (Administrative)

Start date to be negotiated with the successful candidate, preferably beginning of June, 2024. The work term will be around 7 weeks depending on the amount of subsidies approved by Service Canada.

General Qualifications:

- Between 15 to 30 years of age
- Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations

Please note that successful candidates may be required to have a Criminal Record Check completed.

Application Procedure:

Please see postings below for further application requirements. Submit all applications with a **cover letter** and a **resume** to janice.liu@ccac.church

Please indicate clearly which position(s) that you are applying for.

The deadline for submitting applications is **Sunday, April 28, 2024**.

Only selected candidates will be contacted for an interview.

Job Title: Summer Camp Coordinator (Administrative)

of Positions: 1

Task: Design and implement a system to handle registration, information organization and financial reporting of our annual children summer camp.

Responsibilities:

- Automate the online registration procedure
- Automate the sending of notification and tax receipt to registered campers
- Develop and maintain a book-keeping system
- Manage camp budgets, expenses, and resources
- Develop and maintain a camper information system

Qualifications

- Ability to work independently and connect via videoconferencing
- Excellent communication skills
- Strong organizational and administrative skill
- Google sheet and Excel programming skill
- Experience in using Google Apps script
- Able to integrate database and mailing system

Job Title: Summer Camp Coordinator (Plan & Direct)

of Positions: 5

Task: Planning and management of the church's summer program

Responsibilities:

- Organize and supervise Children Summer Day Camp
- Build relationship with children during the camp
- Organize weekly in-person Children programs
- Connect new campers to our ministry
- Transitional ministry from Children to English Ministry
- Support and assist pastoral work accordingly
- Support and collaborate with the other coordinators
- Lead and collaborate with camp volunteers to create an impactful camp experience for campers

Qualifications

- Ability to work independently and connect via videoconferencing
- Strong communication and interpersonal skills
- Experience in designing camp routines
- Experience in leading games and/or sports activities
- Experience in teaching Bible lessons and Christian values to children
- Ability to communicate with camper's parents in Chinese is an asset