

MISSION

We're on a mission to point people to Jesus. For over 60 years we have pursued the same mission in Kelowna and we're just getting started. Want to be a part of the mission, let's chat!

CONNECT

www.trinitychurchkelowna.ca
(250)860-3273
[@trinitykelowna](https://www.instagram.com/trinitykelowna)

APPLY

Please send resume and cover letter to summerstuff@trinitykelowna.ca

IMPORTANT

Start dates, # of weeks, and wage to be confirmed before final job offer.

ROLE

- Start Date: June 6, 2022
- Full-time/40 hours per week
- 7 weeks

The Summer Stuff Admin will:

- Assist the Summer Stuff Lead in organizing and executing Summer Stuff.
- Work with the Summer Stuff team to plan and execute intentional programming for children ages 3 – 12 in one weeklong day camp experiences.
- Take point leadership of key admin components of Summer Stuff including but not limited to: registration, website, marketing, email communication, signage, etc.
- Be tasked with database management, assisting in day camp programming and online communication, printing materials, putting together day camp leader manuals, name tags for volunteers, volunteer care, preparing email templates for parent communication, updating the inventory and resources on-site, and admin for a back to school family experience.
- Take point on daily volunteer and kids check-in at both weeks of Summer Stuff and family experience during and following.

PROTECTION SCREENING

All applicants will be required to complete a Criminal Record Check. Post open until position filled.

REPORTING & MENTORING

This role reports to Jared Patterson, Trinity Kids Pastor.
Regular mentorship gatherings will be led by Sarah Stanley, Director of NextGen.