

**Summer Program Assistant**  
Nashwaaksis Baptist Church  
104 Edgewood Drive, Fredericton, NB E3A1T3  
Phone: 506-450-8817 <> Email: office@nbchurch.ca

**Job Description**

**Term:** 8 weeks (40 hrs x 8 wks = 320 hrs.). Student can start no earlier than June 21 and end no later than August 27

**Responsible To:** Youth & Family Pastor

**Qualifications: A.** Preference will be given to applicants with the following **education:**  
Completed a minimum of two years post-secondary education at a recognized Bible College or Theological Seminary and plans to return in the Fall of 2010.

- B.** Preference will be given to applicants with **skills and /or experience** in:
- Children and Youth Ministry (age 4-18)
  - Organizational skills in the planning programs for children.
  - Leadership skills to assist Youth & Family Pastor with team members.
  - Relational skill with children, youth and fellow workers that reveals a genuine love for people.
  - Basic Office skills: receptionist, word processing, Internet, copying
  - Music skills

- C.** Applicants will have the following **character traits:**
- Knows Jesus Christ as their personal Savior and Lord. Also a member in good standing in their local church.
  - Agrees with the doctrinal statement of Nashwaaksis Baptist Church
  - Relates well with children and youth
  - Willing to be a team player
  - Desires to gain experience in church-related ministry.
  - Self-motivated in completion of responsibilities.

**Responsibilities:**

- Assist NBC Ministry Team in planning, coordinating and implementing summer programs with children and youth (e.g. Day Camps, Summer Sunday School, Youth Mission Experiences)
- Assist in training and partnership with other volunteer staff in the Summer Program Events.
- Develop community contacts with organizations and residents
- Maintain records of children participation with addresses and telephone numbers for future follow-up.
- Attendance and participation in Sunday Services: opportunities for working with children, leading worship, etc.
- Church office assistant: correspondence, prepare and duplicate Sunday bulletins, receptionist duties.

**Compensation Package:**

- Hourly rate: \$8.50 (40 Hours x 8 weeks)
- Car Expense allowance for program responsibilities (42¢/km)

**Application Form  
For  
Nashwaaksis Baptist Church  
Summer Program Assistant (2010)**

1. Name \_\_\_\_\_

2. **Contact Information**

a. Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Telephone \_\_\_\_\_

c. Fax \_\_\_\_\_

d. email \_\_\_\_\_

3. **Personal Information**

a. Age \_\_\_\_\_

b. Marital status \_\_\_\_\_

c. Brief personal profile of hobbies, interests and talents.

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Brief personal testimony of faith in Christ

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\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. **Education Background**

a. High School \_\_\_\_\_

b. Post-Secondary \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Previous Work Experience** (list from most recent)

a. \_\_\_\_\_

b. \_\_\_\_\_

c. \_\_\_\_\_

d. \_\_\_\_\_

**6. Previous Involvement with Church related ministries/programs**

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**7. Why do you feel you are suited for this position?**

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**8. References**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_

**9. Comments**

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For more information contact:

Pastor Mark Archibald

Telephone: (506)450-8817

E-mail: [office@nbchurch.ca](mailto:office@nbchurch.ca) or [mark@nbchurch.ca](mailto:mark@nbchurch.ca)

Send application by March 19, 2010 to:

Nashwaaksis Baptist Church

104 Edgewood Dr.

Fredericton, NB

E3A 1T3

Or FAX: 506-459-0161

Or Email: [office@nbchurch.ca](mailto:office@nbchurch.ca) or [mark@nbchurch.ca](mailto:mark@nbchurch.ca)