



Springhill Baptist Church

47 Church Street
PO Box 819, Springhill NS B0M 1X0
t. 902-597-2252
f. 902-763-3019
✉ secretary@springhillbaptist.ca

Summer Children's Program Assistant 2026

Reports to: Next Generation Pastor

Position Purpose: To support the planning, leadership, and implementation of church-based and community children's programs throughout the summer, helping create safe, engaging, and meaningful experiences that support children's social, emotional, physical, and spiritual growth.

Essential Job Functions:

Under the direction of the Next Generation Pastor, the Summer Children's Program Assistant will:

1. Assist in the direction, supervision and organization of children and youth in your programs both at activities and the intervals between activities.
 - Assure children and youth are properly supervised at all times.
 - Be aware of and implement SBC safety rules
 - Respect, empower, encourage and support children and youth.
 - Help children and youth to become integrated into all aspects of programs.
2. Program Support and Leadership
 - Responsible for leading and assisting with the leading of activities and programs.
 - Help prepare materials, schedules, and activity plans.
 - Assist in delivering games, crafts, teaching moments, and group activities.
3. Supervision and Safety
 - Help supervise children during all programs and activities to ensure a safe environment.
 - Follow all church safety and child-protection policies.
 - Support inclusive participation for children of varying abilities and backgrounds.
 - Be alert to equipment and facilities to ensure utilization, proper care and maintenance is maintained; report repairs needed directly to Next Generation Pastor.
4. Be a role model to children, youth, and other staff in your attitude and behaviour.
 - Follow and uphold all safety and security rules and procedures.
 - Set a good example to children, youth, and others in regard to general church procedures and practices, including sanitation, schedule, and sportsmanship.
5. Volunteer Support
 - Assist in coordinating and encouraging volunteers serving in children's programs.
 - Help provide guidance and basic training support during events and activities.
6. Program Operations
 - Assist with set-up, clean-up, and daily program logistics.



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- Help organize work processes so programs run smoothly and efficiently.
 - Assist in preparing presentations, communications, or reports as needed.
7. Communication and Reporting
- Provide updates on program progress to the Next Generation Pastor and church leadership
 - Support communication with families and participants when required

Training and Development

The student will receive mentoring and training in:

- Leadership development
- Children's ministry and program planning
- Volunteer coordination
- Communication and presentation skills
- Safe and inclusive practices when working with children

Qualifications and Skills

- At least 15 years of age
- Current CPR and Standard First Aid is an asset
- Experience working with children in a church, camp, or community setting is an asset
- Ability to work with children/youth and other staff
- Adaptable
- Good at following directions
- Willing to be a servant leader
- Leadership skills
- Responsible, organized, and dependable
- Willingness to learn and follow direction
- Ability to work independently and manage time in order to complete daily tasks without direction

Employment Details

- Position Length:
 - 14 weeks: May 18, 2026 – August 23, 2026
 - 8 weeks: June 29, 2026 – August 23, 2026
- Hours: 35 hours per week
- Wage: \$16.75 per hour

Other Responsibilities

- Cooperate, communicate and work with other summer staff
- Greet parents and answer questions during sign-ins at programs



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- Help children and youth to improve and develop physically, socially, mentally, and spiritually
- Care for children and youth through prayer, Bible studies, responsible relationships and sharing of faith.
- Help children and youth who have made a commitment to Jesus to apply their faith in their daily lives. Report faith commitments to Next Generation Pastor.
- Communicate with children, youth and families, provide instruction and ensure they understand
- Be flexible with the schedule
- Carry out all other duties assigned by Next Generation Pastor

Work Environment

Work will take place in church facility, community spaces, and outdoor environments, requiring active engagement with children, families, volunteers, and staff.

Relationships/Accountability

Reports to:	Next Generation Pastor, Pastor
Peer Relationships:	All Springhill Baptist Church staff
Internal Relationships:	Summer staff, congregation, children & youth
External Relationships:	Parents, outside organizations, visitors