



## Springhill Baptist Church

47 Church Street  
PO Box 819, Springhill NS B0M 1X0  
t. 902-597-2252  
f. 902-763-3019  
✉ [secretary@springhillbaptist.ca](mailto: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 youth programs throughout the summer, helping create safe, engaging, and meaningful experiences that support teens' social, emotional, physical, and spiritual growth.

#### Essential Job Functions:

Under the direction of the Next Generation Pastor, the Summer Youth 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 activities and programs.
  - Help prepare materials, schedules, and activity plans.
  - Assist in facilitating games, discussions, teaching moments, and group activities for youth.
3. Supervision and Safety
  - Help supervise youth during all programs and activities to ensure a safe and respectful environment.
  - Follow all church safety and child-protection policies.
  - Encourage inclusive participation for youth 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 and Mentorship
  - Assist in coordinating and encouraging volunteers serving in youth programs.
  - Provide positive role modeling and informal mentorship to younger participants
  - Help support leadership development opportunities for youth involved in programs



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### 6. Program Operations

- Assist with set-up, clean-up, and daily program logistics.
- Help organize work processes so programs run smoothly and efficiently.
- Assist in preparing presentations, activities, 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, youth, and volunteers when required

## Training and Development

The student will receive mentoring and training in:

- Leadership development and teamwork
- Youth ministry and program planning
- Volunteer coordination and supervision
- Communication and presentation skills
- Safe, respectful, and inclusive practices when working with youth

## Qualifications and Skills

- At least 15 years of age
- Current CPR and Standard First Aid is an asset
- Experience working with youth in a church, camp, school, 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



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### Other Responsibilities

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