



# Calvary Pentecostal Church

## Role Descriptions and Job Details

Summer 2026

### Day Camp Leader

**Position Overview:** The Day Camp Leader provides front-line care and coordinates the daily structure of the summer children's program. This role focuses on safety, high-energy engagement, and team collaboration.

#### Key Responsibilities:

- **Program Delivery:** Implement the daily activity schedule, ensuring sessions are inclusive and engaging.
- **Participant Safety:** Maintain a secure and supportive environment for all children and youth.
- **Volunteer Direction:** Provide clear guidance and clarity to volunteers during program operations.
- **Collaboration:** Work with the staff team to develop strategies for effective participant care.

#### Requirements:

- **Vulnerable Sector Check:** A clean and current check is mandatory prior to the start date.
- **Certifications:** Valid First Aid and CPR-C certification is strongly preferred.
- **Experience:** Previous experience working with children in a camp or educational setting.
- **CSJ Eligibility:** Must be between 15–30 years of age and a Canadian Citizen, permanent resident, or person with refugee status.

#### Employment Details:

**Start Date:** June 29, 2026

**Number of Weeks:** 8

**Hours Per Week:** 35

**Hourly Rate:** \$17.85

## **Event Coordinator (Youth and Young Adults)**

**Position Overview:** This role involves the high-level planning and execution of programs for youth and young adults in Peterborough. It balances administrative duties with active event management.

### **Key Responsibilities:**

- **Event Execution:** Lead the preparation and rollout of the CPC next-generation activity program.
- **Logistics:** Manage supply procurement, scheduling, and budget tracking for all events.
- **Team Leadership:** Recruit and organize volunteers to ensure events are professionally staffed.
- **Communication:** Serve as a point of contact for participants and departmental directors.

### **Requirements:**

- **Vulnerable Sector Check:** A clean and current check is mandatory prior to the start date.
- **Certifications:** First Aid & CPR certification is preferred.
- **Skills:** Strong organizational and budget management skills; experience in volunteer recruitment.
- **CSJ Eligibility:** Must be between 15–30 years of age and a Canadian Citizen, permanent resident, or person with refugee status.

### **Employment Details:**

**Start Date:** June 22, 2026

**Number of Weeks:** 8

**Hours Per Week:** 35

**Hourly Rate:** \$18.10

## Event Coordinator (Children)

**Position Overview:** This role focuses on the logistical and creative planning of summer programs specifically for children, ensuring all activities are well-resourced and safely staffed.

### Key Responsibilities:

- **Program Organization:** Schedule and coordinate diverse activities for various age groups throughout the summer.
- **Administrative Support:** Assist in event planning, supply procurement, and budget management.
- **Volunteer Oversight:** Recruit, train, and direct volunteers to assist with kids' programming.
- **Stakeholder Engagement:** Collaborate closely with directors and engage directly with families.

### Requirements:

- **Vulnerable Sector Check:** A clean and current check is mandatory prior to the start date.
- **Certifications:** First Aid & CPR certification is preferred.
- **Skills:** Strong organizational and budget management skills; experience in volunteer recruitment.
- **CSJ Eligibility:** Must be between 15–30 years of age and a Canadian Citizen, permanent resident, or person with refugee status.

### Employment Details:

**Start Date:** June 22, 2026

**Number of Weeks:** 8

**Hours Per Week:** 35

**Hourly Rate:** \$18.10