



# Calvary Pentecostal Church

## Role Descriptions and Job Details

Summer 2025

**ROLE DETAILS ARE SUBJECT TO GRANT APPROVAL**

### Day Camp Leader

#### Tasks and Responsibilities:

Provide direct care for program participants, coordinating and implementing the structure of the summer children's activity program for the summer of 2025. Engage with children and youth in the program to provide a level of support and safety while the children's activity program is in operation. Collaborate with teams to develop and strategize effective care for program participants. Engage directly with volunteers to provide direction and clarity during program operations. Assist in creative elements of event planning and activities.

Anticipated Start Date: June 16, 2025

Number of Weeks: 8

Hours Per Week: 35

Hourly Rate: \$17.70

### Communications Manager

#### Tasks and Responsibilities:

Responsible for managing CPC's summer program communications. Supporting event coordinator(s), departmental directors and summer team by organizing strategic internal and external communications and leveraging a variety of media. Responsibilities include creating content for the organization's social media accounts, i.e. Facebook, Instagram and YouTube, promotion of summer programs, creating electronic communication to the community such as reminders, event advertisements, and registration emails, creating marketing promotions as needed, and managing photo and document storage. Learning and using digital systems, tools, and software to process digital information and marketing material. Adobe Suite: Photoshop, Premiere Pro, Light Room, Illustrator, etc. to create online content and publish it via email, website and social media. Oversee online registration for a variety of programs as well as review and edit online curriculum. Assist in the advertisement, registration, and execution of current and future related planned events.

Anticipated Start Date: May 7, 2025

Number of Weeks: 16

Hours Per Week: 35

Hourly Rate: \$17.95

## Event Coordinator

### Tasks and Responsibilities:

Assist with planning, preparing and executing the CPC activity program for children and youth in the Peterborough community (and surrounding areas), to be operated during the summer of 2025. Work alongside Youth Director to plan and facilitate Youth Program Events throughout the work period and the coming year. Responsibilities will include organizing events and activities for various age groups throughout the summer, scheduling programs, and recruiting volunteers to staff events. Developing new program events through needs assessment and demographic research. Collaborating closely with departmental directors in preparation for events through procuring supplies, budget management, communicating to teams and engaging with program participants.

Anticipated Start Date: May 7, 2025

Number of Weeks: 16

Hours Per Week: 35

Hourly Rate: \$17.95

## Administrative Coordinator

Facilitate the administrative components of CPC's summer programming, including registration, information collection and retention, policy adherence and budget management. Responsibilities included budget tracking and monitoring to ensure proper supplies are purchased and prepared, ensuring programs are planned thoroughly, communicating to team members and volunteers about updates and concerns, and arranging scheduling details. Assist the Administrative department with office management tasks and staff-team management. Responsible for assisting in enforcing child protective policies and the safety and protection of all children and volunteers.

Anticipated Start Date: May 7, 2025

Number of Weeks: 16

Hourly Rate: \$17.95