

## JOB DESCRIPTION

**JOB TITLE:** Riverwood Kids Summer Program Leader  
**EMPLOYMENT TYPE:** Summer Term – 9 weeks  
**HOURS PER WEEK:** 30  
**REPORTS TO:** Riverwood Kids Director

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### JOB OVERVIEW:

Students will be responsible for assisting with the planning, leading, and implementing programs and experiences for elementary aged children in a group setting under the direction of the Director and Assistant Director. They will serve as Day Camp support/leaders, creating video resources for families, running drop-in day programs for kids, as well as general assistants to the Riverwood Kids ministry as needed.

### TIME REQUIREMENTS:

General office hours are 9:00a.m. to 5:00p.m. Tuesday to Friday. Alternative working hours (evening + weekends) may be required periodically to meet the requirements of the position.

### RESPONSIBILITIES:

- Ensure safety and care of children in programming.
- Plan and facilitate day camp and event programming.
- Adhere to all cleaning/safety protocols provided.

### QUALIFICATIONS:

- Experience working with children and youth.
  - Creative skills are an asset
  - Child Abuse Registry Check and Criminal Record Check required.
  - Training in First Aid and CPR an asset.
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### OTHER:

Summer term employees of Riverwood Church are expected to sign on and adhere to the Casual Employee Code of Conduct.

**DISCLAIMER:** *The above statements are intended to describe the general nature and level of work being performed by the individual assigned to this position. They are not to be construed as a complete list of all responsibilities, duties and skills required of the individual. All hired staff may be required to perform duties outside of their normal responsibilities from time to time, as needed.*

### TO APPLY:

Resume and cover letter may be sent via email to [humanresources@riverwood.cc](mailto:humanresources@riverwood.cc).

**CLOSING DATE:** When position filled.