



Special Needs Coordinator - Summer Internship 2022

At New Life, we exist to create fully developing followers of Christ. This internship will help create a framework for our organization to do that.

Qualifications

- You are between the ages of 15 and 30
- You love the next generation and want to find creative and innovative ways to do ministry
- You are a self-starter that thrives in a collaborative team environment
- You have great organizational & communication skills
- You are interested in real ministry experience, not just a regular job
- You are willing and ready to do whatever it takes to help people come to know Jesus and engage with their faith
- Previous work with children/youth would be considered an asset, but not a requirement
- Experience with digital editing and videography is an asset
- Prior experience working with special needs students (or formal training to work with special needs students) is required

Responsibilities

- Working respectfully alongside a diverse staff
- Working under the authority of the Student Ministries Pastor
- Attending all meetings that are laid out by the Supervisor
- Agreeing to participate in police checks and Abuse Prevention Training for the safety and well-being of those in the care of our organization
- Educating the other hired camp employees on special needs and program modifications for those with special needs
- Abiding by safety and protection policies
- Ensuring safety procedures are adhered to by others
- Respecting and protecting the confidentiality of all information to which the SN Coordinator will have access
- Caring for each child who is in the care of our organization with respect, integrity and honour
- Caring for any children with special needs (we call them VIP Kids) with a special degree of understanding and care
- **SPECIAL RESPONSIBILITIES:** Assisting all of our VIP Kids and their families by doing the following:

- A) **VIP Planning Prior to Camp**, including: Meeting all VIP Kids and their families; Learning about each VIP Kid and creating written profiles of each one to help plan great activities for them; Adjusting daily lessons to work for VIP Kids; Studying the planned activities and snacks and adjusting them to work for VIP Kids; Creating additional activities to entertain the VIP Kids each week based on their individual profiles; Writing supply lists for all adjusted and newly created VIP activities, including new special ed. supplies; Gathering and organizing materials for all adjusted and newly created VIP activities; Adjusting decorations to be acceptable for VIP Kids and assisting in the decoration process; Training VIP Volunteers (those who will assist with VIP Kids);
- B) **VIP Overseeing During Camp**, including: Overseeing the VIP Kids, Volunteers and activities, which involves: Setting up and tearing down supplies for each day's activities; Leading the VIP Kids in daily activities; Helping VIP Kids to resolve conflicts or frustrations they may face toward one another; Supervising VIP Kids and Volunteers during field trips; Supervising VIP Volunteers throughout camp; Ensuring safety procedures are adhered to with all VIP Kids.
- C) **ADDITIONAL EVENT RESPONSIBILITIES: SUMMER CAMP (Jul 18-22 & 25-29)** ~ A) Assisting the Coordinators in planning and preparing activities; B) Assisting the Coordinators in setting up and executing activities; C) Performing any additional activities as requested by the Supervisor or Coordinator.
- OTHER - This includes working with various ministries in our church dynamic. All roles will have a digital aspect to them. Other duties will depend on the applicant's strengths and passions

Job Specifics

- 35 hrs/week
- 10 weeks
- Rate of pay discussed at interview

How to Apply

Thank you for your interest and for reading over this document. If you are interested in the above position, we would love to hear from you! Please send your resume and cover letter to Pastor Zack @ pastorzack@newlifebrampton.ca In the subject line of your email please put - "Special Needs Coordinator"

We look forward to hearing from you! Please feel free to reach out with any questions about the position.

Blessings,
 Pastor Zack Monahan
 Student Ministries Pastor
 New Life Community Church
 905-790-1084