

## **North York (Chinese) Baptist Church Vacation Bible School 2024**

The VBS Assistant Director is an administrative and supervisory role, directly supporting the VBS Director to successfully run VBS. You will be responsible completing tasks assigned by the VBS Director while helping to organize day-to-day camp activities, as well as preparation pre-camp and wrapping up post-camp. This is a 10-week paid role.

**Position:** VBS Assistant Director

**Reports to:** VBS Director

**Hours per week:** Up to 35-40 hours per week during weeks of VBS operation

### **Duties & Responsibilities:**

- Assist in the overall operation of a safe VBS for children aged 4-to-14-years-old
- Participate as part of the hiring committee for Junior Counsellors
- Provide support to the director in all administrative duties
- Assist in the planning and coordination of staff training
- Ensure the VBS operates within the allotted budget, ensuring all identified accounting and administrative procedures are followed
- Attend all required meetings associated with VBS staff meetings and meetings with parents.
- Deal with all campers, parents, and outside parties with contact with the camp
- Ensure effective communication to parents regarding the VBS activities by preparing and distributing a newsletter/calendar/schedule of events for each session
- Complete related administrative tasks and provide a detailed final summary report, including the parent and participant evaluation of the program
- Abide by and enforce “VBS – Church Safety and Premises Protocols”

### **Key Qualifications:**

- Born again Christian
- Ability to design, organize and implement a comprehensive program
- Exercise good leadership and initiative skills
- Ability to supervise effectively
  - Good communication, promotion and public relations skills

### **Nice to Have:**

- Post-secondary education degree—completed or in progress
- 2+ years of summer camp experience

### **To Apply:**

To be considered, applicants for the positions are invited to submit their application forms to [vbsapply@nycbc.ca](mailto:vbsapply@nycbc.ca). Applicants must submit a cover letter and résumé along with their application forms.