

CANADA SUMMER JOBS – SUMMER YOUTH INTERN JOB DESCRIPTION #2

St. Cuthbert Anglican Church was built to serve parishioners in NORTH DELTA, Surrey and other parts of the Lower Mainland. St. Cuthbert's is known for its hospitality, diversity, and sense of church family.

Friendly parishioners greet you as you enter our beautiful sanctuary. Here, we listen to and join in singing both classical hymns and contemporary worship songs. Our rector, Rev. Monte Tugwete, leads our services. We follow the Anglican tradition of using the Book of Common Prayer at the 8:00 am service and the Book of Alternative Services at the 10:00 am service.

All are welcome to join us.

TERMS OF EMPLOYMENT:

- The position is expected to begin on July 6 and will run for 8 consecutive weeks ending August 28, 2026
- The applicant must be between 16 and 30 years of age, a citizen or permanent resident of Canada
- The applicant must have a social insurance number.
- 35 hours per week (some flexibility of hours is required, which may include some evenings or weekends)
- The applicant must speak and read English fluently
- 18.75 per hour
- A criminal record check will be required
- A Safe Church course completion will be required once hired
- Class 5 driver's license **with no restrictions** (ideal, but not required)

THE POSITION:

In consultation with a volunteer supervisor and under the direction of the Reverend and the Director of Children's Formation, key responsibilities will include:

1. SUMMER DAY CAMP: July 27-31, Camp Sunday, August 2

- Assist the Director of Children's Formation in implementing summer day camp curriculum
- Assist with mentoring youth volunteers

2. YOUTH GROUP ACTIVITIES:

Assist the Youth Leader in planning and implementing monthly youth group activities in August.

3. OFFICE ADMINISTRATIVE DUTIES:

Assist as needed with light office work, including photocopying, sorting, and filing.

4. HOUSEKEEPING:

Assist as needed with light cleaning, including washing toys, vacuuming, and dusting.

5. GROUNDSKEEPING:

Assist as needed with light yard work such as weeding, raking, sweeping

6. RED BAGS:

- During the month of July and August, when Sunday School is not in session, prepare children's "Red Bags" to hand out during the 10:00 am service, which includes worksheets and a snack

DUTIES AND RESPONSIBILITIES:

- Accountable to your Supervisor, the person in the position will meet with the Supervisor weekly, to review the past week's successes and your plan for the upcoming week's activities
- Pursue skill development through self-study

SKILLS AND APTITUDES:

- Possess an open, welcoming and happy personality
- Have experience and an interest in working with children and youth
- Ability and willingness to work independently and alongside volunteers
- Ability to adapt to new and evolving situations
- Ability to take and follow directions and provide feedback
- Have a willingness to learn
- Effective time management and organization skills
- Possess a professional approach and demeanour
- Ability to communicate and engage in active listening
- A proactive self-starter, able to follow through
- A desire to be part of and work with a team
- Embrace diversity and inclusiveness
- Ability to see the hope and potential of children and youth
- Read, write and speak English proficiently
- Can use basic MS Office products (Word, Excel, Outlook, Forms)
- Can use online editing products such as Google Drive, Canva and Zoom

Kindly submit a cover letter outlining why you are interested in the position and send it along with your resume to:

bfortin@stcuthbert.ca on or before May 20 May, 2026