

CANADA SUMMER JOBS- SUMMER YOUTH INTERN JOB DESCRIPTION #1

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 June 15 and will run for 8 consecutive weeks ending August 7, 2026
- The applicant must be between 18 and 30 years of age, a citizen or permanent resident of Canada
- The applicant must have a social insurance number.
- The applicant must speak and read English fluently
- 35 hours per week (some flexibility of hours is required, which includes some evening and weekends)
- 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 planning and implementing summer day camp curriculum, including storytelling, games, music and crafts
- assist with recruiting, training and mentoring youth volunteers for summer day camp
- assist with promoting summer day camp

2. CANADA DAY PARTY COMMUNITY BOOTH:

- assist the Director of Children's Formation with planning for and staffing the St. Cuthbert community booth at the Chalmer's Park party on July 1, 2026
- assist with planning for children's activities (e.g. worksheets, colouring, games, face painting, tattoos)
- assist with recruiting youth volunteers to help at the booth
- assist with set up/take down of booth supplies

2. YOUTH GROUP ACTIVITIES:

- assist the Youth Leader in planning and implementing monthly youth group activities in June and July

3. OFFICE ADMINISTRATIVE DUTIES:

- assist as needed with light office work such as photocopying, sorting, and filing

4. HOUSEKEEPING:

Assist as needed with light cleaning duties, including washing toys, vacuuming, dusting, organizing, and tidying up.

5. GROUNDSKEEPING:

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

6. RED BAGS

During the last Sunday in June and Sundays in July 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

Speak, read and write 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, 2026