



Bilberry Creek Baptist Church

Vacation Bible Adventure Director - “All roads lead to Rome VBA”

Position Summary

Bilberry Creek Baptist Church is looking to hire a VBA Director for our “All Roads Lead to Rome” VBA 2017.

The VBA Director is responsible for the “All Roads Lead to Rome” program, including: delegating daily responsibilities to other staff, coordinating camp schedules, leading staff meetings and Bible devotions, and assisting in staff supervision. The VBA Director will work closely with the VBA Counsellors to plan and implement the summer program including small group Bible discussions, music, crafts, small group activities, games and Sunday Jr. Worship. The main position of the VBA director is to continually evaluate and improve the VBA program, work with the Counsellors to create a successful VBA program, run Sunday Jr. Worship and to motivate and coordinate the VBA Counsellors. The VBA Director will work with and report to the Pastor or a Teaching Commission Member.

Position Requirements

- Strong organizational skills and ability to coordinate schedule, problem-solve, budget tracking, handling of finances and communicate effectively with peers;
- Ability to work with children and youth, including building trust, friendships, disciplining consistently and fairly, and creating a fun and safe environment;
- Desire to plan ahead, but the flexibility to adapt to a changing VBA environment;
- Good problem solving skills;
- Ability to take direction, work well with other staff, be a good teammate, and communicate well with parents;
- Able to handle difficult situations such as discipline issues, camper or staff conflict, homesickness, and parent complaints;
- Proficiency in Microsoft Word and Excel, photocopier, email and telephone;
- Ability to lead other staff and be a good teammate;
- A strong knowledge of Scripture and the Christian Faith;
- Camp and supervision experience are assets, but being motivated to learn and improve on the job is more important;
- Working conditions during the operation of VBA-aware of your surroundings and keeping up with what could be the fast pace of your children, moods or aware of special needs.



Bilberry Creek Baptist Church

Terms and Conditions of Employment

- Able to work full time (40 hours per week)
- Available to work Sunday's
- Ontario Government Minimum Wage \$11.40 per hr.
- Graduated High School as a full-time student in the previous academic year, registered or returning full time with a post secondary education institution in the fall of 2017. Proof of registration.
- Able to obtain a Police Record Check for Service in the Vulnerable Sector
- Because these positions are funded by Canada Summer Jobs grants which have not been approved yet, the Director must be flexible on start dates, although we intend this position to begin early June.
- Positions will be filled upon Grant approval and Successful interviews.

How to Apply

The deadline for the receipt of your application is April 18, 2017. Please provide no more than three (3) pages per submission. In your cover letter, please describe your Christian experience. Please send your resume by email to rmccooeye@bilberry.org , hand delivered or mailed to Bilberry Creek Baptist Church 480 Charlemagne Blvd. Orleans, ON K4A 1S2
Questions please call 613-824-3131