



1 - Day Camp Leader

Christian Faith Outreach Centre
Full-time, Fixed term contract (May to August)

Camp Leader is responsible for the well-being and safety of young children at camp. You would be coordinating engaging activities for the campers, developing new programs, and supervising campers to make sure they are safe and happy. You would be responsible for the leadership and team building of the counsellors.

Job Tasks and Responsibilities

- Facilitate a STEAM (Science, Technology, Engineering, Arts & Mathematics) program • Conceptualizing and implementing camp curricula
- Source, screen, select and hire camp counsellors
- Manage day to day functions of the camp - Oversee camp counsellors – train, coach assess, supervise, mentor, and encourage counsellors
- Create and manage camp staff schedules
- Manage administration and camp budget – shop for weekly supplies
- Develop roll out marketing plan to recruit campers
- Encouraging and inspiring campers
- Correspond with parents and guardians in a polite and professional manner • Focus on Public health guidelines as it relates to CV19
- Other duties as assigned

Requirements:

- Applicant must be between 15 - 30 years old (Canada Summer Job program requirement).

Experience/Qualifications:

Christian Faith Outreach Centre (CFOC) is a not-for-profit, multi-service faith organization that has assisted communities in Ajax and globally since 1988. Christian Faith Outreach Centre – Doors of Compassion's (CFOC – DOC) vision is to Transform lives and Impact communities, by seeing lives and communities progressively changed, embracing positive values and ethical practices. We believe and will attain to live out the values of Compassion, Love, Humility, Integrity and Generosity.

- College degree - or commensurate experience
- Have a minimum of 1 year of work experience in a leadership capacity
- Strong Proficiency in the Microsoft Office Suite programs (Word, Excel, Powerpoint, Outlook) • Leadership, team lead and team building skills
- Strong organizational skills; ability to multi-task and handle requests from multiple sources
- Have effective verbal and written skills (proficient in English)
- Have a caring attitude, excellent people skills, high integrity and exercise strict discretion and confidentiality
- First Aid and CPR certification
- Vulnerable sectors approval
- Ability to quickly develop a knowledge of Christian Faith Outreach Centre's Mission, Vision, Core Values, organizational structure, and protocols.

Job Types: Full-time, Contract (13 weeks)

Schedule / hours:

- Monday to Friday
- 9:00 – 5:00 pm
- 30 – 60 mins unpaid lunch

COVID-19 considerations:

- Public health guidelines are followed

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2 - Camp Counsellor

Christian Faith Outreach Church
Full-time, Fixed term contract (June to August)

As a Camp Counsellor you are responsible for the well-being and safety of young children at camp. You will coordinate engaging activities for the campers, developing new programs, and supervising campers to make sure they are safe and engaged.

Job Tasks and Responsibilities

- Be part of the team to develop and facilitate a STEAM (Science, Technology, Engineering, Arts & Mathematics) program
- Implementing the camp curricula
- Facilitate and encourage participation in camp activities
- Creating a fun and safe environment for campers
- Developing and participating in sports and recreation activities for campers Model good behaviour for campers as it relates to sportsmanship, manners and respectfulness
- Identify teachable moments and capitalizing on them
- Utilize appropriate behaviour management techniques
- Interact with parents in a polite manner
- Focus on Public health guidelines as it relates to CV19
- Other duties as assigned

Requirements:

- Applicant must be between 15 - 30 years old (Canada Summer jobs program requirement).

Experience/Qualifications:

- High school / college / University education - or commensurate experience
- Have a minimum of 1 year of work experience in camp or working with children
- Demonstrated ability to plan, organize and lead activities or groups of children
- Proven ability to maintain a safe environment for others in adherence with provided protocol and standards
- Have a caring attitude, people skills, integrity, and the ability to exercise

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- discretion and confidentiality
- Computer knowledge an asset
- Be able to quickly develop a knowledge of Christian Faith Outreach Centre's Mission, Vision, Core Values, organizational structure, and protocols
- Job Types: Full-time, Contract (9 weeks)

Number of positions: 7 positions

Schedule / hours:

- Monday to Friday
- 9:00 – 5:00 pm
- 30 – 60 minutes unpaid lunch

COVID-19 considerations:

- Public health guidelines are followed

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info@cfoc.ca - 905.619.1109 - cfoc.ca

3 - Digital Multimedia Proprietor

Christian Faith Outreach Church
Full-time, Fixed term contract (May to August)

Our organization is looking for a Digital Multimedia Proprietor with fresh ideas to join our team to build and expand our online presence, visibility & impact. The Digital Multimedia Proprietor is responsible for the planning, development, and delivery of high performing digital campaigns across all media channels, including but not limited to social media, email marketing, website maintenance & PPC advertisements.

Job Tasks & Responsibilities

- Manage all media pages for CFOC & DOC
- Manage and maintain email campaigns
- Provide multi-media support for Camp Vision
- Meet with program managers and develop a strategy to increase online visibility and growth
- Provide online platform campaigns, track progress and maintain initiatives
- Liaise with influencers and create interactive platforms for engagement
- Provide weekly clips of Pastor & senior leaders on social sites
- Update website and revive online presence.
- Provide updated pictures and coverage of events
- Design and promote flyers for events, fundraising, thank you's etc.
- Perform other duties related to digital media as requested
- Available to work in office or at events as needed

Requirements

- Applicant must be between 15 - 30 years old (Canada Summer Jobs program requirement)

Experience

- Must have working knowledge on graphic design and Adobe Creative Suite
- Strong verbal and written communication skills
- Prior experience in creating content (personal page content accepted)

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- Ability to manage multiple priorities and manage projects to timelines and budgets
- Ability to think strategically and critically
- goal oriented and growth-focused attitude
- Strong verbal and written communication skills
- Above functional interpersonal skills and ability to follow up

Job Types: Full-time, Contract (15 weeks)

Schedule / hours:

- Monday to Friday // Sunday to Thursday (working alternating Sundays)
- 7 hour days / 35 hours per week

COVID-19 considerations:

- Public health guidelines are followed

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4 - Audiovisual Proprietor

Christian Faith Outreach Church
Full-time, Fixed term contract (May to August)

The Audiovisual Proprietor is responsible for planning and implementing the elements of a video project. Their duties include securing the rights to intellectual property (working within our copy right laws), managing logistics service/meeting/media recordings, and producing post-production tasks such as editing and video animation.

The Audiovisual Proprietor will be responsible to:

- Upload and edit weekly video
- Develop a video montage for promotion of the Senior leadership & worship team
- Create and develop multimedia (audio/video)
- Create announcement video
- Create external promotional social videos, program marketing videos or other videos as needed
- Write simple scripts / content
- Work effectively and meet timelines for upload and editing
- Work independently, as well as part of a team, to establish project deliverables • Collaborate closely with senior leadership and team leads
- Plan video shoots, scout, select and reserve shoot location
- Develop production schedules
- Resource & Reserve rental equipment if needed
- Record and edit video and sound projects, including selecting program format for final output, capturing/importing media, organizing raw media, editing footage and sound files, creating and inserting static and motion graphics etc.
- Manage video library
- Collaborate with worship team and develop music videos, snaps and content from old & new content

Requirements:

- Applicant must be between 15 - 30 years old and meet all Canada Summer Jobs program requirements

Experience:

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- Ability to create video content using Final Cut Pro or other eligible editing tools
- Animation and editing
- Upload edited video on YouTube & Facebook
- Working knowledge of Restream & Live Stream
- Working knowledge of ProPresenter
- Understanding of current trends
- Develop relative video content to be posted on multimedia platforms
- Familiarity with recording equipment and sound engineering

Job Types: Full-time, Contract (15 weeks)

Schedule / hours:

- Monday to Friday // Sunday to Thursday (working alternating Sundays)
- 8 hours per day // 35 hours per week
- 30 – 60 minutes unpaid lunch

COVID-19 considerations:

- Public health guidelines are followed

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5 - Creative Arts and Productions Assistant

Job Overview:

The Creative Arts & Productions Assistant is responsible for supporting the Creative Arts & Productions Department Lead in planning and implementing the elements of the department; including but not limited to the worship team, audio visual and dance teams. This person must have a foundation of Christian Principles that align with Christian Faith Outreach Centre's guiding principles and core values.

The Creative Arts & Productions Assistant will be responsible to:

- Assist in all aspects of the Worship Team, including managing and optimizing the daily, weekly, and monthly schedule and calendar of the Creative Arts & Productions teams
- Lead / participate in Sunday worship services
- Attend special services or events put on by the Creative Productions Team
- Have office administration, distributing meeting agendas, expense reports, and weekend service planning
- Help develop and implement planning for upcoming recordings and Live Aqua events
- Plan / lead rehearsals
- Report copyright info to CCLI as required
- Function as worship team liaison to other ministry teams (as required)

Essential Skills & Experience:

- Active church worship team participation
- Seasoned experience in team leading and management
- Excellent organizational skills
- Track record with diligence in following through on tasks and projects
- High verbal and written communication skills
- Enjoys serving, hosting, and engaging with others
- Excels at prioritizing well and anticipating future needs
- Coordinate, track, and compile all worship volunteer audition submissions
- Schedule, coordinate, and serve alongside the Creative Arts & Productions Dept Lead

*This is a Canada Summer Jobs position ... individuals need to be between the ages of 15 to 30.
Apply to info@cfoc.ca*

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6 - Next Step Food Bank Coordinator

Scope and purpose of the position

The Next Step Food Bank Coordinator will be responsible for meeting with clients that are requesting assistance, answering the phone, ordering of supplies for the food bank and other supplies as requested. This individual must maintain Christian Faith Outreach Centre (CFOC) guidelines and meet Regional Food Bank standards, maintain client files, volunteer records, as well as meet CFOC standard, privacy and confidentiality. This individual must work in an autonomous manner and be able to establish and maintain an effective rapport with others. In addition, this individual must meet supply ordering deadlines, as well as maintain food tracking and statistical data collection.

Essential Duties and Responsibilities

- Interview and distribute emergency food to clients as needed
- Complete an online intake process with each client and update as needed
- Assist with loading and unloading food donations and delivery of supplies
- Assist with sorting and packing of food recovery donations
- Assist with disseminating food recovery donation
- Maintain documentation/files of clients, both physical & digital
- Document daily statistical data for clients and reports as requested
- Maintain daily communications answering telephone calls
- Report and file Statistics to the Food Bank and other donors as necessary
- Provide oral and written report updates of food inventory and supply needs
- Maintain proper stock levels so that inventory does NOT get depleted during a shift through routine inventorying and ordering supplies
- Communicate needs in advance
- Keep records of all statistical reports and food orders and file in an orderly manner
- Maintain volunteer records, community service records, and work experience timesheets and submit to appropriate partner agencies, as necessary
- Other duties as assigned ... *Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change due to business needs*

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Special Skills, Certificates, Licenses and Registrations

- College degree or commensurate experience
- Must be well organized and efficient with the ability to multi-task
- Must possess a high-level of professionalism and cultural competence with ability to communicate with all levels of staff, volunteers and external customers
- Must have excellent oral and written communication skills, proficient and accurate data entry skills plus grammar and proofreading skills
- Must be proficient in Microsoft Office 365
- Must be willing to learn in house computer programs
- Must be capable of maintaining detailed report summaries

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