

Summer Events Coordinator

St. Andrew's United Church, North Vancouver, BC

The Summer Events Coordinator (Education Outreach Program Coordinator) will work as part of a team comprised of staff, church and community volunteers who welcome individuals to St. Andrew's United Church in North Vancouver, near Lions Gate Hospital. We are looking for an enthusiastic team member who is keen to learn and grow in a supportive environment.

Responsibilities

Oversee the success of St. Andrew's Community Garden comprised of 19 raised garden beds, the church flower gardens, the herb garden, and the butterfly and bee garden by liaising with staff and directing volunteers throughout the spring and summer season.

Organize St. Andrew's 27th Annual Teddy Bear Picnic on Sat. June 22, including volunteer recruitment, promotion, arranging participation by the City Library and local Fire Department, as well as liaising with North Vancouver Recreation & Culture. The picnic attracts approximately 400+ children and parents from the North Shore. The incumbent will be responsible for planning, delivery, clean-up, evaluation, and adherence to a budget.

Work with staff and volunteers planning special summer events such as concerts, kids' programs, bee-keeping workshops by Alveole (St. Andrew's urban beekeepers), and other activities.

Work with staff and volunteers to plan and promote special events/activities that support environmental and justice issues.

Provide occasional vacation relief and administrative support, time permitting.

Qualifications

Some post-secondary education.

Ability to work well independently and with others.

Responsible, willing to learn, personable and friendly.

Valid Emergency First Aid certificate.

Valid Police Criminal Records Check.

Remuneration

Salary: \$22.00 per hour (30 hours weekly—occasional evenings and weekends required)

Start Date: May 13, 2024

End Date: Aug. 30, 2024

Location: St. Andrew's United Church, 1044 St. Georges Avenue in North Vancouver

Resumes to: office@st-andrews-united.ca

This position is dependent on funding from the 2024 Canada Summer Jobs program for youth.

We appreciate all expressions of interest from anyone, regardless of how you identify.
We encourage youth who identify as BIPOC or from other under-represented groups to apply.

Only successful applicants will be contacted.

Please note the successful candidate must commit to working the dates indicated.

FILE: Summer Jobs Program 2024