

Program Coordinator – Summer 2026

Location: First Baptist Church, Fort Erie, ON

Address: 165 Bertie Street, Fort Erie, ON

Term: 8 Weeks (July 6 – August 28, 2026)

Hours: 30 hours per week (including evenings and Sundays)

Wage: \$18.60/hour (no overtime)

Position Summary

First Baptist Church Fort Erie is seeking an enthusiastic, organized, and compassionate **Program Coordinator** to help plan, lead and implement faith-based programs for children, youth, and families. This role requires a team-oriented individual who can follow direction, take initiative, manage projects and budgets, recruit volunteers, and serve as a positive role model.

Because relationship-building is essential to this position, attendance at Sunday worship services from **10:00 a.m. to 12:00 p.m.** is a required and scheduled part of weekly work hours. Sunday mornings provide important opportunities to welcome newcomers, connect with families, promote camps and events, encourage volunteers, and support the church's outreach ministries.

Key Responsibilities

- Work under the supervision of Rev. Dr. Phil Styles and/or Rev. Jim McBeth to establish goals, schedules, budgets, and ministry plans. Timecards and budgets are processed and signed off through Rev. Dr. Phil Styles.
- Complete mandatory First Aid and Safety Training on **July 7, 2026**. This training is an essential condition of employment and is intended to ensure a safe and prepared environment for all. Attendance and full participation are expected.
- Help provide leadership and coordinate a variety of programs that are both preplanned as well as develop, implement, and oversee new ministry initiatives to children, youth, and families.
- Support the Community Service Worker for fresh food giveaways.
- Manage registrations and maintain accurate participant and volunteer records.
- Ensure all programs comply with church safety, protection policies.
- Communicate effectively with Rev. Dr. Phil Styles, volunteers, parents, participants, and the congregation.
- Promote camps, events, and ministry opportunities through personal engagement and church communications.
- Evaluate program effectiveness and recommend improvements.

Sunday Service Responsibilities (10:00 a.m. – 12:00 p.m.)

As part of regular work hours, the Program Coordinator will:

- Welcome Canadian newcomers, children, and families.
- Assist potential families in connecting and registering with camps.

- Organise the promotion of upcoming camps, events, and ministry opportunities.
- Recruit, encourage, and support or train volunteers.
- Build relationships with camp participants and their families.
- Help create a welcoming, inclusive, and supportive church environment.

Qualifications

- Be between 15 and 30 years of age at the start of employment.
- Be a Canadian citizen, permanent resident, or person granted refugee protection under the Immigration and Refugee Protection Act, and legally entitled to work in Canada.
- Demonstrate a commitment to the mission and values of First Baptist Church Fort Erie.
- Have a passion for serving children, youth, and families.
- Possess strong organizational, leadership, and interpersonal skills.
- Communicate effectively with people of all ages and backgrounds.
- Be able to lead both planned and create age-appropriate activities.
- Successfully complete a Police Vulnerable Sector Check and comply with all church safety and protection policies.

Summer Camp Schedule

- **July 13–17 (9:00–11:30 a.m.)** – Soccer Camp (Ages 8+)
- **July 27–31 (9:00–11:30 a.m.)** – Rainforest Falls VBS (Ages 7–12)
- **August 10–14 (1:00–3:30 p.m.)** – Adventure Camp (Ages 10+)
- **August 24–27 (9:00–11:00 a.m.)** – Kids Camp (Ages 7–12)

Special Events

- **Church on the Lawn (3rd Sundays): July 19 & August 16**
 - 5:30 PM Community Meal
 - 6:15 PM Outdoor Worship Service

Why This Role Matters

This position helps create meaningful experiences where children, youth, and families can grow in faith, confidence, friendship, and community. If you are passionate about serving others, enjoy working with young people, and want to make a lasting impact through a Christian ministry, this role is for you!