



## 2023 Summer Student at Elevation Church

The summer student at Elevation will provide support to the staff team and ministry leads in the areas of summer events, preparation for the fall, and general office support. This position will be 30 hours/week for 9 weeks beginning Monday June 26, 2023 and running through to August 28, 2023.

### **Reporting**

This position will report to Elevation's Pastoral Team as concerns their responsibilities, with direction from other support staff depending on the task. This position will also have a representative on the board that they report to and have direct access to.

### **Responsibilities**

#### Summer Events

- Work with the staff team to help coordinate summer events including the long weekend picnics on July 2 and August 6, and the summer potluck series on the July 22-23 weekend and the August 19-20 weekend.
- Work with the Youth Coordinators to help plan and run some youth events throughout the summer.
- Work with the Pastoral Team and our KidsQuest ministry team to plan and run some summer events throughout the summer including some open gym drop in times.
- Work with the KidsQuest ministry team and Pastoral Team to help implement a summer curriculum for KidsQuest.

#### Fall Preparation

- Assist the KidsQuest ministry team in preparing lessons and/or activities for the fall.
- Work with Elevation leadership to plan a fall launch event.

#### Sunday Gathering Support

- Help out the various teams (welcome, hospitality, KidsQuest, music, tech) that contribute to our Sunday Gathering.

#### General Office Support

- Assist our Administrative Assistant in creating a catalog of Elevation owned items.
- Create a digital catalog of our books and resources available to the Elevation community.
- Assist with general office support (printing, photocopying, etc) as needed.
- Other duties as assigned.

#### **Remuneration**

\$16-18/hour based on candidate's experience, with a 30 hour work week, paid biweekly.

#### **What we're looking for in a candidate:**

- Someone who can support the mission and values of Elevation Church
- Flexibility and a willingness to learn new skills
- Ability to work on own, as well as collaborate as part of a team
- Clear Vulnerable Sector Check

To apply please send your resume and cover letter to [hr@elevationwaterloo.org](mailto:hr@elevationwaterloo.org).