

## **Job Description**

**Position:** Kids Outreach and Community Engagement Director

**Accountable to:** Lead Pastor

### **Position Summary:**

The Kids Outreach and Community Engagement Director (director) will maintain a community-focused approach to engaging with children from ages newborn to grade 5. The director will design programs and opportunities to engage with the community of Greater Sudbury, particularly marginalized demographics. This role is designed to provide meaningful career development in community-based ministry and outreach, equipping the candidate with hands-on experience in leadership, event planning, and child and community engagement—skills vital to serving Northern Ontario's diverse communities.

### **Qualifications:**

- Has or is willing to work towards being a credential holder with the Pentecostal Assemblies of Canada
- Has or is working towards the appropriate educational qualifications in kids' and family ministry
- Other related education degrees/diplomas would be an asset
- Is willing to submit to a police background check
- Demonstrates an ability to work well with the community, staff, children, parents and volunteers
- Has a deep commitment to children
- Has had previous work-related experience e.g., Day Camp, Sunday School teacher and/or assistant, Vacation Bible School and/or assistant etc.

## **Responsibilities:**

### *General:*

- Annually sets goals for his/her outreach program
- Annually reviews and discusses the goals with the Lead Pastor
- Focuses on the spiritual, physical, emotional and mental care and development of children and families, leaders, and volunteers.
- Designs, creates and runs fun events and rich activities for children that are emotionally, spiritually, physically, mentally and relationally rich.
- Fosters positive relationships within the community e.g., Schools, CAS, Sudbury Police, etc.
- tracks and reports on participation rates, community reach, and volunteer engagement metrics for ongoing evaluation and improvement.
- Other duties and responsibilities as requested by the Lead Pastor.

### *Tuesday Night Outreach/Community Program:*

- Design, run and oversee an outreach program that engages with the community for children to be enriched physically, emotionally, and spiritually
- Work with Volunteer Coordinator to recruit volunteers for that outreach program

### *Summer and PA Day Camps*

- Design, create, facilitate and supervise summer day camps, March Break day camp and PA Day camps, as well as other special events during the school year and summer months, with a specific focus on engaging with the community and marginalized demographics.
- Create a budget for the camps.

- Hours of Work:**
- a minimum of thirty-five (35) hours per week with a flexible schedule including evenings and weekends as required by programming.
  - a minimum of two days off per week
- Salary Package:**
- will be guided by the salary range set by the Canadian Counsel of Christian Charities (CCCC)
  - previous experience will be given consideration
- Term of Ministry:**
- at least a one (1) year commitment is recommended with a formal review annually to assess impact, community reach, and strategic alignment.
  - This position has the potential to continue beyond this 1-year commitment
  - to be evaluated at the annual performance review.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Workforce Development Program. Eligibility requirements of the program can be found here:

<https://nohfc.ca/en/pages/programs/people-talent-program/workforce-development-stream>

