

Kamloops United Church
SUMMER STUDENT POSITION GUIDE
Project Coordinator

Responsibility and Accountability: The Summer Student is accountable to and takes direction from the KUC Administrative Manager.

Regular Hours: This position is full time 30 hours per week with the hours per day as scheduled by the KUC Administrative Manager for 8 weeks in the summer of 2020.

Compensation: \$15.00 per hour.

Vacation: Vacation is paid based on hours worked which is 4%.

Sick Leave: One (1) day/month sick leave, prorated to hours worked.

Benefits: Benefits include all statutory holidays and WCB.

JOB STATEMENT:

This position provides planning and execution of Recycle Cloth Mask Initiative under the supervision of the Administrative Manager.

When at work, the individual in this position is the voice and face of KUC for those who contact the church by telephone, e-mail or in person. The individual in this position provides appropriate information when requested and assists as much as possible and recognizes that all who enter our church and office are to experience a welcoming and inclusive church.

1. Create a social innovation plan to create and distribute reusable cloth masks out of donated items/
2. Increase awareness of Thrift Shop through social media.
3. Create a media plan to promote innovation.
4. Liaison with appropriate programs in Kamloops to create ongoing relationships with youth, recycling and or social activism initiatives.
5. Source additional recycled materials.
6. Promote awareness of the program.
7. If time allows, support organization of Kamloops United Church Resource Centre (Library).
8. Support the office with the admin. tasks as needed.

EDUCATION AND EXPERIENCE:

1. Basic sewing skills or willingness to learn.
2. Computer skills including knowledge of Microsoft office suite.
3. Ability to research and make suggestions as to what organizations to liaison.
4. Between ages of 15 and 30.

REQUIRED SKILLS AND ABILITIES:

1. Self starter who takes direction well.
2. 360 view of the project as a whole and able to discern the next tasks to be completed.
3. Able to display enthusiasm.
4. Good knowledge of Microsoft Office applications.
5. Excellent oral, interpersonal and written communications skills. Able to speak in public and make cold calls.
6. Diplomatic and tactful in dealing with others, with the ability to maintain confidentiality.
7. High level of organizational skills.

Additional Requirements:

1. Satisfactory Criminal Record check.
2. Participation in ongoing workshops and seminars.

These roles are open to all. Including but not limited to, new immigrant/ Refugees, Indigenous Youth, LGBTQ2SIA+ persons, Women in STEM, and persons living in rural areas.