

JOB OPPORTUNITY
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 18th Annual Teddy Bear Picnic on Sat. June 21 from 11 am – 2 pm, 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 the UCC's Camp Spirit program from July 14 – 18 for kids 6 – 11 years of age; promoting and arranging bee-keeping activities with Alveole (St. Andrew's urban beekeepers); planning and promoting two Block Parties on Sat. July 26 and Sat. Aug. 16 from 3:30 – 5:30 pm for children, their families, and neighbours; imagine and plan other fun activities in our green space at the side of the church.

Work with staff and volunteers at St. Andrew's weekly Thursday lunch program and at a monthly Saturday dinner program run by North Vancouver youth in May and June, time permitting.

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 Standard First Aid with CPR/AED Level C certificate.

Valid Foodsafe Level 1 Certificate.

Valid Police Criminal Records Check.

Remuneration

Salary: \$23.00 per hour (30 hours weekly (occasional evenings and weekends required))

Start Date: May 12, 2025

End Date: Aug. 29, 2025

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

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

This position is dependent on funding from the 2025 Canada Summer Jobs program for youth.

Due to program guidelines, international students are not eligible for this position.

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 2025

