

# Summer Student Intern Position

## Audio-Visual Assistant

- **Number of Positions: 1**
- **Hours per week: 30**
- **Remuneration: \$17.60/hr**
- **Contract Duration: 9 weeks onsite**
- **Anticipated Start Date: June 22nd, 2026** \* with some flexibility

### Summer Student Intern Position Description

*This position occurs under the direct supervision of both the Director of Children's Ministry and the Worship Coordinator. This role consists of a combination of assisting with the Audio-Visual technology needs and support for the children's ministry programs at Whitby Free Methodist Church (WFMC) . It will be essential for the audio-visual technology assistant to work well with all volunteers, families, musicians, children and ministry leaders with the enthusiasm and the passion of one serving Christ. This position requires availability to work on Sundays throughout the summer.*

### Gifts and Skills:

- Have a heart for worshipping God.
- Be able to work in a team setting and take direction.
- Be willing to work with children in a group setting.
- Be willing to work with youth and teens in a mentorship role.
- Be willing to be trained in media technology (i.e. mixing audio, creating videos, running livestreams, working with website design and social media)
- Have good verbal and written communication skills; required for communicating with other staff members and worship teams.
- Ability to work in a supportive role, assisting other ministry volunteers and staff with children and youth programming.
- Ability to complete all WFMC Policy to Protect requirements will be important, including a criminal reference check, vulnerable sector check and/or personal reference check(s) as appropriate.



- Be able to think quickly and react/trouble-shoot properly in high stress situations;
- Be willing to attend training sessions and read/watch other training material for improving existing skills.
- Ability to play a musical instrument and/or lead congregational singing is an asset (not required).
- Experience filming and editing video content will be an asset (not required).
- Experience working with school-aged children and/or teens will be considered and asset (not required).

### **Key Responsibilities and assigned Job Duties**

1. Attend the weekly staff meeting to review the previous week's service and finalize plans for the upcoming service.
2. Assisting with the development of summer children/youth ministry programs with a focus on digital media resources.
3. Provide audio visual support for worship team practices.
4. Perform quality checks on all audio-visual equipment needed for the upcoming service.
5. Help with setup of audio equipment for church events and weekly services. Replace/rotate out any broken/faulty equipment as required.
6. Solicit, merge and mix all audio-visual components required
7. Work with other summer student staff to prepare for weekly children's programming.
8. Provide hands-on support with groups of 6-10 children during week-long summer vacation bible school (in August)
9. Work with other team members preparing, filming, editing announcement videos and other media needed for the church ministry
10. Provide audio/visual support for mid-week activities and events as needed.
11. Monitor live streaming on YouTube;
12. Providing media support and additional help during week-long summer Vacation Bible School (in August)

**Benefits and Remuneration:**

This is a 30 hour/week position for 9 weeks. Remuneration is twice monthly (15th and 30th) at an hourly rate of \$17.60 An additional 4% in lieu of vacation and other benefits will be paid as per the standard employment guidelines in Ontario. This contract will begin June 22nd and runs for 9 weeks. There is some flexibility in the start date depending on availability. A typical work week will be Sunday through Thursday. The position requires that time be well managed as there will be some weeks when planning and ministry obligations will demand more hours than others. Some flexibility in weekly scheduled hours is available and will be at the discretion of the Worship Coordinator and/or Director of Children's. Both formal and informal supervision, training and evaluation will be provided.

**Applications:**

**Please submit resumes and cover letters directly to [emily@whitbyfmc.ca](mailto:emily@whitbyfmc.ca) (or phone 905-725-1280 for more information)**

**Only those candidates selected for an interview will be contacted directly.**