

**Summer Position Begins: May 1<sup>st</sup>, 2024- August 30, 2024 (Begin and end dates are flexible)**  
**30-40 hrs/week, some overtime is possible**

**Job Description:** Work with the Ministry Coordinator to help coordinate the summer ministry of CEF in Broome, Tioga, and Cortland counties by scheduling the 5-Day Clubs throughout the summer, helping teen summer missionaries to complete their training, and by leading the 5-Day Club ministry for about six weeks during the summer.

### Responsibilities

- Work with the Local Ministry Coordinator to contact local churches, organizations, lunch programs, and other places where children gather during the summer to tell them about 5-Day Clubs and present the opportunity of partnering with CEF
- Attend both the weekend pre-training at Camp Good News in Afton (June 7<sup>th</sup> and 8<sup>th</sup>) and the week of Training Camp in Afton, July 1st- July 6th, with the summer missionaries. Complete the training in addition to assist them to complete their training by helping them complete their assignments and evaluating them to make sure they have done them correctly.
- Provide transportation to and from trainings and 5-Day Clubs throughout the summer.
- Plan the 5-Day Clubs for the summer by creating daily agendas, assigning jobs and roles to the team.
- Attend the 5-Day Clubs to supervise and help the summer missionaries along with teaching with them.
- Keep orderly and precise records of attendance, decisions, and other information during the summer to be turned in at the end of the summer.

### Requirements

- Must be a believer and in agreement with the CEF Statement of Faith
- Must have a heart for evangelism and sharing the gospel, especially with children
- Should be administratively gifted and able to delegate tasks to other members of a team and be able to keep dates of clubs organized.
- Must be able to teach the Bible to children, CEF training is required if not already completed

Please contact us to receive an application or for more information at:

607-729-5531 or email: [director@cefbroome.org](mailto:director@cefbroome.org)

You can see more about our local ministry at [www.cefbroome.org](http://www.cefbroome.org)