

CHILD EVANGELISM FELLOWSHIP OF MANITOBA

ASST. DISCOVERY TIME DIRECTOR – JOB DESCRIPTION

JOB TITLE:	ASST. DISCOVERY TIME DIR.	REPORTS TO:	DISCOVERY TIME DIRECTOR
LOCATION:	179 Henderson Highway Winnipeg, MB R2L 1L5	TRAVEL REQUIRED:	Travel is Required
Level/Salary Range:		Position Type:	FT/PT
HR Contact	Office Admin., Provincial Director		

Job Description

Job Purpose:

To assist the Discovery Time program in Manitoba schools and assist with other CEF ministries as assigned.

Summary of Responsibilities:

- Assisting the Discovery Time Director in all aspects of the Discovery Time Ministry as needed. Contact Churches to promote and recruit volunteers to expand ministry in Manitoba. Work together with the CEF office to maintain good rapport with schoolteachers and principals. Assure compliance of all required Discovery Time paperwork for all volunteers. Raise sufficient financial support to cover staff and administrative expenses for the program.

Responsibilities:

- Create weekly social media posts to promote the Discovery Time program.
- Assist in recruiting volunteer coordinators and teachers for the Discovery Time program throughout MB.
- Assist coordinators (when needed) in arranging with school district officials, principals, and coordinators the day and time of classes.
- Petition slips from the CEF office are to be handed out in spring where possible, adjusting timing as needed for specific situations, and returned to the CEF office.

- Permission slips are given out to the volunteers to give to the children as required.
- Collect petitions and send to the respective school division board for approval.
- Promote & arrange dates and locations for Discovery Time training workshops and attend the training in each location.
- Have all new teachers complete a Discovery Time Volunteer Application, Child Abuse Registry form, Statement of Faith and Teacher's Commitment and Criminal Record Check.
- Have all teachers who have taught with CEF complete the following forms:
 - a) Child Abuse registry (annually) b) Statement of faith (annually) c) Teacher's commitment (annually)
- Keep records and ensure that all volunteers have completed the necessary paperwork.
- Track purchased & collect borrowed CEF curriculum & materials for the school year.
- Encourage teachers to have a prayer partner or be on a CEF prayer team.
- Work together with CEF to keep good rapport with the teachers and principals of the schools.
- Keep the Discovery Time Director informed regarding any problems that arise.
- Complete a statistical report by June 30th and submit to the DT Director.
- Collect and retain list of all students attending Discovery Time clubs at end of each year.
- CC/BCC DT Director in all volunteer email communication.
- Assist with Gospel Tent ministries and 5-Day Clubs as needed.
- Assist in other relevant CEF activities especially during busy season such as banquets, volunteer appreciation, newsletters, CYIA training, etc.
- Plan and arrange for the Volunteer Teacher Appreciation lunch every other year.
- Promote Mailbox Lessons/Truth Chasers through Discovery Time.

- Complete other assignments as given by the Provincial Director.
- Maintain a positive attitude when working with other staff to promote ministry unity.

Reviewed By:	Provincial Director	Date:	03/16/2023
Approved By:	PD	Date:	
Last Updated By:	DT Director LL	Date/Time	03/16/2023
Received by Employee		Date:	