

Child Evangelism Fellowship of NW Maryland  
Summer Ministry Coordinator  
2026 Job Description

This short-term position entails the following duties:

- Work closely with Jason Norris to facilitate recruitment of summer ministry volunteers, then arrange weekly club locations.
  - Estimate 2-4 hours/week during the 4 weeks from May 25-June 19 and 5-10 hours of tasks during week of June 29-July 3 (for practice and logistics)
- Attend CYIA (Christian Youth In Action) Training at Camp in Jarrettsville, MD. The dates are June 21 - 26. All expenses for the training will be paid by NW MD CEF.
- Coordinate four weeks of CEF 5-day clubs (from 7/6 - 7/31), under the direction of NW MD Ministry Coordinator Jason Norris. This includes handling details for each week's clubs, such as scheduling each club and working with club hostess, inviting kids and transporting ministry materials to the club volunteers.
- There will be a pre-training day on Sat. June 6. The Coordinator will then lead (single day) the training of the 5-day club Volunteers. The date TBD.
- Each daily club is 90 minutes.
- The components of each club meeting are:
  - Bible Lesson
  - Missionary Story
  - Scripture Memory
  - Songs – with appropriate motions
  - Games
  - Lesson Review activities
- Below are the anticipated weeks of our Summer CYIA 5-day clubs. We anticipate a morning and afternoon club. We may also offer an evening option (if needed).
  - July 6 - 10
  - July 13 - 17
  - July 20 - 24
  - July 27 - 31

Estimate of 25 - 40 hours per week during 4 weeks of clubs
- May teach alongside Volunteers and support 5-Day Clubs (as needed).
- Oversee and mentor 5-day Club Volunteers, transport them as needed to club locations (must be able to drive personal vehicle). Your expenses will be reimbursed.
- Provide wrap-up report to Jason on the processes followed and results achieved.

Pay range: \$15 - \$17 per hour (time to be reported to Jason Norris)

Prior experience with CYIA or Good News Club preferred.

Note: this position is also available as *Intern opportunity if needed for college*.

Next step:

Please complete an application (w/references) & email to [northwestmarylandcef@gmail.com](mailto:northwestmarylandcef@gmail.com).

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