

## Job Description

**Job Title:**

Summer Camp Director

**Reports To:**

Chrissy Payne

### **Job Purpose:**

The Summer Camp Director will work alongside the Family Ministry Team to develop and implement programming for children and youth. They will oversee the operations of summer camp, ensuring delivery of quality summer camp experience in a Christ centered environment.

### **Education & Experience:**

Education/Experience

High School Diploma  
Post Secondary experience in a child care field an asset  
Day Camp Experience is an asset

Years of Experience

1 year

### **Spiritual Profile and Qualifications:**

- Demonstrate a Christian lifestyle that reflects the qualifications of a Deacon found in 1 Timothy 3 and Titus 1
- Able to enthusiastically embrace the Vision, Mission, Values and Philosophy of Ministry of Harbour
- Able to fully agree with the doctrinal statement of Harbour and be able to minister within the Fellowship of Evangelical Baptist Churches of Canada (FEB)
- Spiritual gifts should include leadership, teaching and administration

## **Responsibilities:**

### **Supervisor to Staff and Volunteers**

- Develop working plan and weekly goals for Summer Camp Interns
- Supervises Summer Camp Interns and provides daily tasks and direction
- Recruits, trains and develops Summer Camp volunteers
- Assist with SLP Training and supervision

### **Summer Camp**

- Oversee delivery of Summer Camp program including camp day activities, bookings and environment
- Oversee camp administration including registrations, camp day schedule and volunteer communication
- Delivers program in a fun and easy to understand way that is consistent with Harbour's Statements of Faith
- Establishes relationships with families and provides opportunities for next steps

### **Other**

- Participate in Sunday morning service as needed
- Awareness of Harbour Family Ministry Policies and implementation of child abuse protection policies
- Demonstrates good stewardship of church finances through adherence to budget
- Plays an active role in advertising and marketing of summer camp to reach maximum capacity

## **Working Conditions:**

- Establishes and maintains a positive and collaborative work environment with all staff and volunteers
- Coordinates and communicates with Director of Family Ministry and Preschool Director regarding use of shared space

## **Required Training & Documentation:**

- Vulnerable Sector Police Screening
- First Aid (CPR & AED) Certification is an asset

## **Skills Required**

- Must possess excellent interpersonal and team building skills
- Must possess excellent communication (verbal and written) skills
- Must possess excellent planning and organizational skills
- Must possess adaptive capacity and excellent problem solving skills
- Tech/social media skills an asset