



Program Director (Maternity Leave Coverage)

Job Title: Program Director (Maternity Leave Cover)

Reporting to: Executive Director

Job Purpose

Under the direction of the Executive Director, this position is responsible for planning, developing and overseeing year round events and retreats, as well as summer camps

Position Requirements

- Be a mature and growing Christian, who senses a call and has a strong commitment to Christian camping.
- Have a vision for this ministry and what could be accomplished through the enabling of the Holy Spirit.
- Ideally have a Bible College or Bachelor's degree and/or experience in Christian camping ministry.
- Have a friendly, servant attitude and gracious spirit.
- Be self-motivated.
- Be a team player, and committed to helping others succeed.
- Be able to direct, oversee and organize seasonal staff.
- Good oral and written communication skills.
- Have the physical abilities to do this job.
- Provide criminal record check/vulnerable sector search prior to the first day of employment.

Duties and Responsibilities

1. Planning & Vision

- a) Develop a well-balanced year-round program in response to the needs of the supporting churches, community & schools.
- b) Develop summer camp program
- c) Provide support to other permanent staff including the Camp Director and Administration Director
- d) Maintain a high level of communication with the Executive Director, Administration Director and any other members of staff to ensure smooth operation of camp
- e) Facilitation of program and planning meetings for summer camp
- f) Direct summer camp preparations
- g) Plan and lead summer staff training week

2. Administration

- a) Track inventory of all program equipment
- b) Be responsible for upkeep and maintenance of program equipment
- c) Assist with Canada Summer Jobs administration (if granted)
- e) Ensure all paperwork required by volunteers and staff is up-to-date

3. Human Resources

- a) Recruit and hire summer staff
- b) Assist with recruiting and hiring off-season staff
- c) Provide spiritual and organizational leadership to seasonal staff (spring, summer & fall)
- d) Staff management and resource distribution during summer and retreats
- e) Meeting regularly with staff team for prayer and planning meetings

4. Public Relations

- a) Build and maintain healthy relationships with the local community and beyond
- b) Promote the ministry of camp in churches, Bible schools, Christian schools, communities and at trade events/conferences when required
- c) Assist in developing a volunteer base and keeping regular communications with volunteers.
- d) Maintain a high level of customer service with retreat groups

5. Professional Development

- a) Keep up-to-date with current trends in the camping world and implement new ideas when appropriate
- b) Obtain and maintain Emergency First Aid & CPR/AED level C certification

6. Other

- a) When required this position will involve serving guest groups with hosting duties, set up, cleaning, dishes and any other duties that are required.

Employment

- a) Willingness to commit to a one-year initial contract
- b) Salary and other terms and conditions will be based on experience of candidate