PROGRAM DIRECTOR JOB DESCRIPTION

Kawkawa Camp & Retreat Centre

Job Description – Full-Time Program Director

Reports to: Executive Director

Salary: $45,000–$50,000 annually, based on experience

1. Position Purpose

The Program Director provides leadership, vision and oversight for Camp Kawkawa's year-round programming, retreats and summer camp ministry.

Working collaboratively with the Executive Director, Administrative Director and other staff, this role develops and delivers creative, engaging, safe and Christ-centred programs that support the mission and vision of Camp Kawkawa.

The Program Director plays an important role in building a positive summer staff community, developing young leaders and creating meaningful experiences for campers and guests.

The successful candidate will be a growing Christian with a passion for Christian camping, developing people and serving through ministry.

2. Key Responsibilities

Program Development and Leadership

- Plan, develop, deliver and evaluate summer camps, retreats and year-round programs.
- Create engaging, age-appropriate activities that encourage spiritual growth, relationship building and personal development, and identify opportunities for new/improved programs.
- Lead summer staff training and program preparation.

Spiritual Leadership and Discipleship

- Model a growing relationship with Jesus Christ through personal character and leadership.
- Provide direction, spiritual encouragement, mentoring, prayer and devotional opportunities for seasonal staff.
- Equip staff to be positive Christian role models and encourage the development of emerging young leaders.

Staff Recruitment and Leadership

- Lead the recruitment, hiring, training and supervision of summer program staff in collaboration with the Executive Director.
- Build a healthy team culture focused on servant leadership, teamwork, accountability and spiritual growth.

Administration, Safety and Stewardship

- Maintain & steward program equipment, supplies, inventories, schedules and records.
- Assist with staffing paperwork and Canada Summer Jobs administration when applicable.
- Ensure activities follow camp policies, safety procedures and applicable requirements.
- Confirm appropriate staff training, certifications, screening and emergency procedures are in place.
- Identify and report risks, incidents and safety concerns.

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Relationships and General Camp Responsibilities

- Build positive relationships with campers, families, churches, schools, volunteers, retreat groups and community partners.
- Promote Camp Kawkawa through church visits, presentations and other ministry opportunities.
- Work collaboratively with other staff to coordinate programming and provide excellent guest experiences.
- Assist with general camp operations, including guest hosting, room setup, cleaning, dishes and other duties as needed.
- Participate in staff meetings, planning sessions and professional development.
- Maintain Emergency First Aid and CPR/AED Level C certification.
- Undertake other reasonable duties as assigned by the Executive Director.

3. Qualifications and Personal Attributes

The successful candidate will demonstrate:

Christian Faith and Ministry Commitment

- A mature, growing Christian faith and commitment to Christian camping ministry.
- A desire to help children and youth grow in their relationship with Jesus.
- A heart for spiritual servant-hearted leadership & discipleship.

Leadership and Interpersonal Skills

- Experience leading, organizing or developing people, preferably in Christian camping, youth ministry or a related setting.
- Strong communication, relationship-building and teamwork skills.

Program and Organizational Skills

- Strong organizational, planning and time-management skills.
- Sound judgment, problem-solving abilities and adaptability.

Education and Experience

- Bible College or relevant post-secondary education preferred.
- Experience in Christian camping or a related ministry setting is an asset.

Other Requirements

- Emergency First Aid and CPR/AED Level C certification (or willingness to obtain).
- Satisfactory criminal record check and vulnerable sector search.

4. Employment Conditions

- Anticipated start date of March 1, 2027, with the possibility of an earlier start.
- Flexibility to work evenings, weekends and extended hours during summer camps, retreats and other busy periods.