

Trinity Baptist Church

Adventure Day Camp Assistant Coordinator

GENERAL POSITION DESCRIPTION

Adventure Day Camps is celebrating 25 years as a ministry of Trinity Baptist Church. Adventure Day Camp is an outreach ministry to the community of Sherwood Park AB with weeks of camp offered to children from Preschool to Grade 6 with weeks of camp starting in June through August. Traditionally Adventure Day Camp is staffed by two full-time interns hired through the Canada Summer Jobs Grant program to plan and implement day camp ministry. Trinity Baptist Church is seeking a qualified individual to join as temporary staff to fill the role of assistant Day Camp Coordinator.

PRIMARY RESPONSIBILITIES

- Have a Christ centered life with a passion to mentor youth in their faith.
- Assist the Lead Day Camp Coordinator with administration, management, and supervision of Adventure Day Camp for the summer of 2023 serving children from Preschool to Gr. 6. These responsibilities will include, but are not limited to, planning, marketing and promotion, scheduling field trips and transportation, communication with youth volunteers, parents and Trinity Baptist Church staff and execution of camp programming, budget, ordering and organizing camp materials.
- Assist the Lead Coordinator to recruit, train and supervise and develop youth volunteers as well as recruit and communicate with skill track leaders for camp.
- Assist with managing the registration process and logistics related to Adventure Day Camp. Provide the highest level of customer service to parents, volunteers and children enrolled in camps.
- During camp weeks, assist with direct supervision of campers and youth volunteers, upholding the highest standards of safety and risk management. Recognize and respond to effectively to emergencies.
- Serve as a liaison between parents and youth volunteers as well as Trinity Baptist Church staff.
- Take responsibility for upholding the policies of Trinity Baptist Church as well as standards for facility use and cleaning.
- Compile statistics and reports to assess and evaluate the success of Adventure Day Camps. Utilize an online survey tool to gather parent feedback. Make recommendations for Adventure Day Camp programming, inventory, and budget for the future.
- Assist with weekly Sunday morning programming for Trinity Baptist Church Children and Family Ministry department.
- Assist with various tasks pertaining to the ministry of Trinity Baptist Church.

REQUIRED QUALIFICATIONS

- Adventure Day Camp Director Assistant must commit to 40 Hrs/week for planning and preparation.
- Assistant must commit to 40 Hrs/week during summer months of July and August.
- Valid driver's license and personal transportation.
- Grade 12 graduate as of July 2023.

PREFERRED QUALIFICATIONS

- Previous experience working with children is highly preferred.
- Previous experience working with Adventure Day Camp is highly preferred.
- Up-to-date certification with First Aid is preferred. (Assistant must be willing to be certified if not currently certified.)
- Previous experience working with ministry to children in church context is preferred.

COMPENSATION

\$16.50/Hr at approximately 40 Hrs/Wk.

APPLICATION SUBMISSIONS

Please submit updated resume and cover letter with a minimum of 3 references by April 9th, 2023 to Trinity Baptist Church attention: Pastor Ashley Winkel

Ashley Winkel
Assoc. Pastor Trinity Baptist Church
Children and Family Ministry
Adventure Day Camp Director
780 464 4040 (305)
Ashley@tbcsherwoodpark.ca

Only those selected for an interview will be contacted. Trinity Baptist Church does not differentiate between candidates based on gender, race, age, or marital status.