

# Summer Camp Director

Pioneer Bible Camp  
Hanmore Lake, Alberta

## Pioneer Bible Camp

Founded in 1949, by John and Lucile Kushnerik, Pioneer Bible Camp (PBC) is set on a beautiful piece of property along Hanmore Lake in northern Alberta, approximately 120 km northeast of Edmonton. Our desire is to give children a place to develop and grow in their faith journey and, in many cases, to be introduced to Jesus Christ for the first time. PBC is a non-denominational camp where God's Word is taught in different ways throughout the day. The property features 12 individual cabins, a chapel, a sports gymnasium, a beach with boating and swimming, an archery field, an industrial standard kitchen and a dining room with capacity for 110 campers and counsellors. Throughout the month of July we host 3-4 week-long children's camps. During the rest of the summer season our camp is available for group rental.

## Reporting Relationships

This position reports to: PBC Board of Directors

This person works closely with: Kitchen coordinator, cooks, summer counsellors

This position supervises: Camp nurse, maintenance staff, program coordinator  
Counsellors, cabin leaders and campers, program coordinator

## Position Overview

This position serves to provide operational and spiritual leadership as well as oversight of camp activities throughout the summer season. The Camp Director is expected to be always available during the weeks of children's camp and resides on campus during these weeks when there are people at the camp.

## Principal Responsibilities and Activities

- Provide leadership and maintain a climate of open communication and teamwork at PBC
- Lead the staff recruitment process by interviewing and selecting position candidates
- Develop, update and deliver the staff orientation and training programs
- Designate staff duties while supporting them in their tasks with encouragement and direction as required
- Support volunteers as they assist the kitchen, nursing and maintenance staff
- Oversee upkeep and maintenance of the grounds while at camp
- Identify and support special guests and speakers, developing and nurturing relationships and providing guidance

- Work closely with campers, getting to know them as individuals, investing in their faith journey, teaching and positively interacting with them while providing direction and discipline as required
- Play a key role in acquiring, developing, preparing and teaching camp curriculum
- Work closely with the program coordinator and other staff to develop the summer program and ensure it flows day to day and moves along smoothly, addressing any obstacles that may arise
- Enforce PBC health and safety standards to maintain a safe environment
- Attend to administrative duties including recording and reporting incidents, registering campers, maintaining camper records, producing receipts for reimbursement, and making and receiving phone calls
- Promote PBC to churches and youth groups to help increase attendance as well as spiritual and financial support
- Host some of the rental groups
- Prepare summary report for the board
- Perform or delegate other duties that arise throughout the summer season
- Oversee PBC's online content

### **Essential Criteria and Qualifications**

- Provide a personal testimony of your walk with Jesus as your Lord and Saviour
- Has a consistent walk with the Lord that sets an example for others who recognize and verify it as true
- Minimum 25 years of age
- Previous ministry experience in at least one of the following areas: camp counselling or leadership, youth work, teaching
- Demonstrated ability to be highly motivated, self disciplined and have good time management skills
- Demonstrated ability to provide strong leadership and utilise effective communication skills

**Position Date: May 1 - August 31**

**Gross Pay: \$13 500 term total, paid twice-monthly.**

**Possibility of extension on performance review.**