

## Camp Manager Job Description

**Denomination:** Christian and Missionary Alliance

**Church Size:** 350+

**Job Type:** Summer Position

**Position Status:** Full Time, Summer

**Potential Start Date:** May 6, 2024

**Potential Duration:** 16 weeks

**Department:** Children's Ministry

**Reports to:** Children's Pastor

### Summary

Last summer, we had 400 campers join us for Power Up! Camps. The Camp Manager will support campers through planning, overseeing, and implementing camp activities.

### Job Responsibilities

May include, but are not limited to, the following:

- Create and revise camp curriculum
- Planning and implementing all camp related program (crafts, games, Bible lessons, STEM, etc.)
- Develop creative program for before and after care
- Lead volunteers in pre-camp activities and preparation
- Give oversight & coaching to other leaders and camp staff
- As a team, collaborate with camp staff and Pastor of Children's Ministries to plan activities for camp, volunteer onboarding and more
- Plan agenda & logistics for family programs
- Assist in Sunday morning programming as needed
- Lead daily devotionals, announcements and debriefs
- Address disagreements between camp staff, volunteers and between children if applicable
- Ensure children are engaged, actively get to know the children and leaders
- Take initiative to complete tasks & think ahead of schedule in case of emergencies &/or changes
- Be an example for all camp staff and volunteers in terms of having a passion for serving & leadership abilities
- Lead debriefs; gather feedback to help improve camp; implement changes for the next camp and communicate with leaders
- Lead and organize camp clean-up/set up for next camp
- Personal & professional development: Create & implement an individual development plan (IDP) targeting areas of growth
- Perform related duties or special projects as assigned
- Complete a brief weekly reflection regarding experience, tasks and self-improvement
- Mandatory abuse prevention training

### Skills & Qualities

- A strong understanding of our church's mission and purpose for camps.
- Must be independent, energetic, self-motivated, and flexible.
- Strong interpersonal and communication skills.
- Capable of leading a team and ability to work collaboratively.
- Experience in planning and leading children/youth programs and activities preferred.



- Ability to think strategically, to execute the envisioned projects and plans effectively.
- Ability to prioritize and multi-task with strong attention to detail.

#### **Characteristics**

- To be a fully devoted follower of Christ, living with character and integrity.
- Fully aligned with the mission, vision, and values of Unionville Alliance Church
- Is a team player and acts as a positive role model for children, youth, and fellow staff.
- Strong oral and written English communication.
- Organized, punctual, responsible, takes initiative and reliable.

*Applicants must be 15-30 years old. Position is contingent upon obtaining the Canada Summer Job Grant.*

**Submit your applications at [uachome.org/careers](https://uachome.org/careers).**