

# Adventurers Day Camp

Winnipeg Evangelical Free Church

## **Job Description**

**Position Title:** Ascent Director

**Reports to:** Director of Children's Ministries

*Will work in tandem (but under the leadership) of the ADC Camp Director.*

**Purpose:** Facilitate and spur on growth in the Leaders in Training who volunteer their time at Adventurers Day Camp. The person in this position should have a passion for seeing these young people grow in their faith and leadership abilities while at camp, and will plan sessions and events to accomplish this goal.

**Start Date:** May 8, 2023 – August 31, 2023.

### **Skills, Experience, Qualifications, and Characteristics:**

- Strong Faith in God
- Servant-Hearted
- Organized & Detail Oriented
- Leadership Experience
- Experience Working with Children & Youth
- Passionate about Mentorship
- Previous ADC and/or other camp experience is an asset.

### **Specific Responsibilities:**

1. Involvement in the hiring process for the camp staff.
2. Involvement in the recruitment and screening of potential Leader's in Training.
3. Work with the Camp Director to develop the daily camp structure for ADC 2023, ensuring that each aspect will contribute to the achievement of ADC's objectives. This includes, but is not limited to:
  - a. Choosing the theme that will be used for the summer.
  - b. Securing all sites for offsite activities.
  - c. Planning indoor and outdoor activities and crafts.
  - d. Planning rainy-day activities.
4. Manage the Ascent Program portion of the ADC Budget.
5. Work with the Camp Director to create a logo for the summer. Following the approval of said logo by the Committee, order camp shirts and other merchandise required for the summer.
6. Update the LIT handbook, receiving approval from the ADC Committee and help from the Director of Children's Ministry.
7. Work with the Camp Director to ensure that all paid staff and LIT's have Police Information Checks (18+) and Child Abuse Registry Checks (16+) completed prior to Staff Training.
8. Work with the Camp Director and the Program Coordinator in the planning and execution of the Staff Training sessions, to be held prior to the opening of camp. Through the sessions held during this week, the Directors must ensure that the staff understand the expectations and responsibilities they each have.
9. Work with the Camp Director and Program Coordinator in organizing and arranging a schedule for both the *Bus Drivers* and the *various volunteers* who help out during the summer.
10. Plan and execute the LIT Meet-and-Greet, an event that will take place pre-summer for any new LIT's as a way to get to know them (and them getting to know each other and you!), evaluate their abilities, answer questions, and build connections.

11. Create an overall theme specifically for the LIT's this summer (bonus points if it can tie in to the ADC theme), including a theme verse for them.
12. Attend the morning Staff Meetings, and lead the LIT Morning Meeting (if required).
13. Have a goal to meet one-on-one with each LIT each week (formally OR informally) that they work to pray with them, talk with them, answer questions, challenge them, and/or encourage them. Keep track of where they are at spiritually, and emotionally, working with the Camp Director to ensure that their Leaders are supporting them and challenging them well each week.
  - a. If meeting with each LIT each week is not attainable, assess which LIT's need this connection most. Ensure that you are at least meeting with them.
14. Distribute and collect the 'Leader Evaluation by LIT' forms. Review any important feedback from these forms with the Camp Director.
15. Work with WEFC's Director of Youth Ministry to plan and lead the LIT Development sessions that run throughout the summer.
16. Work with WEFC's Director of Children's Ministry and Director of Youth Ministry to plan and lead Summit – our end of summer mini-camp for all the LIT's who worked this summer at ADC.
17. Work with the ADC Committee after the summer sessions are complete, in the evaluation of the overall program – including the Ascent Program. We value your input and insights!
18. Other duties as assigned by the Director of Children's Ministry.

*This list of responsibilities may change slightly year-to-year given the varying giftings and talents of those on the Leadership Team.*