

# Adventurers Day Camp

Winnipeg Evangelical Free Church

## **Job Description**

**Position Title:** ADC Camp Director

**Purpose:** Give overall direction to the programming of the summer camp sessions, ensuring that this programming is conducted within the context of the camp's philosophy, objectives, and policies.

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

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

**Wage:** \$15.15/hour

### **Skills, Experience, Qualifications & Characteristics Required:**

- Strong Faith in God
- Servant-Hearted
- Organizational Ability
- Leadership Experience
- Experience Working with Children & Youth
- Passionate for Ministry
- Previous ADC and/or other camp experience is an asset.

### **Specific Responsibilities:**

1. Assist in the recruitment of potential staff and volunteers, and be involved in the hiring process for the camp staff (excluding Ascent Director).
2. Work with the Ascent 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.
3. Plan and prepare 5 Bible Lessons which coordinate with the theme of the summer. The Gospel message must be clearly communicated.
4. Work with the Director of Children's Ministry and/or a designate from the ADC Committee to prepare the Director's Budget for the summer. The Camp Director will need to ensure that they are overseeing this budget throughout their term.
5. Work with the Ascent 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 staff handbook, receiving approval from the ADC Committee and help from the Director of Children's Ministry.
7. Work with the Ascent Director to ensure that all paid staff and LIT's have Police Information Checks (18+) and Child Abuse Registry Checks (16+) completed prior to the start of Staff Training. Work with the Director of Children's Ministry to have all staff contracts signed and returned.

8. Work with the Ascent 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 Ascent 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. Working with the Program Directors to send parents/guardians of registered campers any pertinent information, including their *Camper Information Packet*, which will be sent out one week before their week of camp.
11. Responsible for the well-being of campers, LIT's, and staff. This includes:
  - a. Ensuring Health & Safety practices are maintained throughout the camp.
  - b. Conducting daily staff meetings for the purpose of spiritual nourishment, guidance, prayer, planning and evaluation.
  - c. Being sensitive to the needs of the staff for rest, spiritual renewal, encouragement, and discipline in consultation with the Director of Children's Ministry.
  - d. Ensuring the staff is seeking to minister to the total needs of the campers.
12. Work to ensure good public relations with the parents/guardians of campers.
13. Conduct mid-summer staff evaluations, and end-of-summer exit meetings with Group Leaders. In turn, ensure that all staff evaluations are completed and turned over to the Director of Children's Ministry.
14. Work with the Program Coordinator to plan the fall Reunion event.
15. Work with the ADC Committee, after summer sessions are complete, in the evaluation of the overall program. We value your feedback and insights!
16. 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.*