

Adventurers Day Camp

Winnipeg Evangelical Free Church

Job Description

Position Title: ADC Program Coordinator

Purpose: Assist in the program preparation and execution for the summer camp sessions, ensuring that this programming is conducted within the context of the camp's philosophy, objectives, and policies.

Reports to: ADC Camp Director

Start/End Date: May 29, 2023 – August 30, 2023

Wage: \$14.65/hour

Skills, Experience, Qualifications & Characteristics Required:

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

Specific Responsibilities:

1. Work with the ADC Directors to plan and prepare daily camp activities that will contribute to the achievement of the session objectives. This includes, but is not limited to: planning and preparing for indoor and outdoor activities, crafts, rainy-day activities, camp theme décor, etc.
2. Work with the Camp Director in recruiting and organizing volunteers. Help with arranging a schedule for both the bus drivers and the various volunteers who help out during the summer.
3. Work with the Camp Director and Ascent Director by assisting in the planning and execution of the staff training session to be held prior to the opening of camp. While the Directors will be the 'point-people', the Program Coordinator will also play a role in helping organize and orientate the camp staff for each session, ensuring that expectations and responsibilities are understood.
4. Assist in leading the staff and campers through the daily camp schedule, and ensure that all necessary supplies are prepared and distributed.
5. Work with the Camp Director to prepare and send Pre-Camp Information Emails to the parents/guardians of registered campers, which will include all pertinent information, camp schedule, etc. before their week of camp.
6. Look after the 'Health' aspects of the camp, which includes:
 - a. Medications. Organizing and distributing as needed for campers who bring in medications (ie. Pills, Epi-Pen, etc.).
 - b. First Aid. Administering first aid to hurt or injured campers, communicating with the parents about these incidents either by phone or in person at pickup.
 - c. Incident & First-Aid Reports. Ensuring that these reports are filled out by the appropriate individuals, collecting them, organizing them and giving them to the Director of Children's Ministry at the end of each week.

The Program Coordinator will be the point-person for this aspect of camp.
7. Assist as directed in ensuring the well-being of campers and LIT's. This may include:
 - a. Ensuring Health & Safety practices are maintained throughout the camp.

- b. Work with the Ascent Director to ensure that the LIT's are seeking to minister to the needs of the campers to the best of their ability, assisting where needed.
 - c. Communicate to the Camp Director any camper needs that may arise.
- 9. Work with the Media & Tech Coordinator to ensure all tech needs are being met on a daily basis. Coordinate your efforts when necessary.
- 10. Assist in writing thank-you notes to all volunteers who work for ADC and financial supporters of the camp.
- 11. Work with the Camp Director and Children's Ministry Director to plan the fall Reunion event.
- 12. Work with the ADC Committee, after summer sessions are complete, in the evaluation of the over-all program.
- 13. Other duties as assigned by the Camp Director and Director of Children's Ministry.