

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 (LITs) 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: Exact Date TBD, will be early May.

Skills, Experience, Qualifications, and Characteristics:

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

Specific Responsibilities:

- Involvement in the recruitment and pre-acceptance screening of potential LITs.
- Work with the Camp Director to develop the daily camp structure for ADC 2025, ensuring that each aspect will contribute to the achievement of ADC's objectives. This includes, but is not limited to:
 - Choosing the theme that will be used for the summer. (To be approved by the ADC Committee)
 - Creating a logo for the summer (To be approved by the ADC Committee)
 - Securing all sites for offsite activities.
- Manage the Ascent Program portion of the ADC Budget.
- Create an overall theme specifically for the LITs in the Ascent Program this summer. The theme must be related to the main camp theme and should include a theme verse that casts a vision for how you want to Ascent Program to help the LITs grow this summer.
- Update the LIT handbook, receiving approval from the ADC Committee and help from the Director of Children's Ministry.
- Work with the Camp Director to ensure that all paid staff and LITs have Police Information Checks (18+) and Child Abuse Registry Checks (16+) completed prior to Staff Training.
- 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.

- Work with the Camp Director and Director of Children’s Ministry 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.
- Plan and execute the LIT Meet-and-Greet, an event that will take place pre-summer for any new LITs as a way to get to build connections, evaluate their abilities, and answer any questions they may have about ADC as an LIT.
- Attend the morning Staff Meetings and lead the LIT Morning Meetings.
- Meet one-on-one with each LIT that is working each week. These meetings are intentionally initiated meetings that allow you to connect with them, answer questions, challenge them through feedback, and encourage them.
 - Keep a physical log of each conversation that allow you to keep track of where they are at spiritually and emotionally, working with the Camp Director to ensure that the Group Leaders are supporting them and challenging them each week.
- Distribute and collect LITs evaluation forms each week.
- Work with the Director of Children’s Ministry to plan and lead the LIT Development sessions that run throughout the summer.
- Work with the Director of Children’s Ministry to plan and lead Summit – our end of summer mini-camp for all the LITs who worked this summer at ADC.
- Work with the ADC Committee after the summer sessions are complete, in the evaluation of the overall program – including the Ascent Program.
- 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.