

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 2, 2021 – August 26, 2021.

Wage: \$13/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 volunteers and the hiring process for the camp staff.
2. To work with the ADC Program Directors as they develop daily camp activities that will contribute to the achievement of the session objectives. This includes, but is not limited to: choosing the theme that will be used for the summer, securing all sites for offsite activities, assisting in planning the daily Bible Lesson times, planning indoor and outdoor activities, crafts, and rainy-day activities.
3. Work with the Director of Children's Ministry 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.
4. Ordering camp shirts and other merchandise, following the approval of any new logos by the ADC Committee.
5. Update the staff handbook, receiving approval from the ADC Committee and help from the Director of Children's Ministry.
6. Ensure that all paid staff and LIT's have Police Information Checks (18+) and Child Abuse Registry Checks completed before the summer. Work with the Director of Children's Ministry to have all staff contracts signed and returned.
7. To work with the ADC Program Directors and the Ascent Director in the planning and execution of the staff training session to be held prior to the opening of camp. Through this they will organize and orientate the camp staff for each session, ensuring that expectations and responsibilities are understood.
8. Working with the Program Directors in organizing and arranging a schedule for both the bus drivers and the various volunteers who help out during the summer.

9. To provide support for the Program Directors and ADC Staff Team as they lead the campers through the daily program.
10. Working with the Program Directors to send parents/guardians of registered campers any pertinent information, including a 'camper packet' before their week of camp.
11. To be responsible for the well-being of campers, LIT's, and staff, which will include:
 - 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. Working with the Program Directors and Media Coordinator to ensure good public relations with the parents/guardians of campers.
13. Conduct staff evaluations and ensure that all staff evaluations are completed and turned over to the Director of Children's Ministry.
14. Working with the rest of the ADC Leadership Team to plan the fall Reunion event.
15. To work with the ADC Committee, after summer sessions are complete, in the evaluation of the over-all program.
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.