

Adventurers Day Camp

Winnipeg Evangelical Free Church

Job Description

Position Title: ADC Program Director

Purpose: Assist in the overall direction of 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: ADC Camp Director & Director of Children's Ministry

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 Ability
- 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 Camp Director to 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. Ordering camp shirts and other merchandise, following the approval of any new logos by the ADC Committee.
4. Work with the Ascent (LIT) Director to plan a meet-and-greet introductory event for new LIT's in May, giving us a chance to get to know them a little bit prior to staff training, without having to conduct full interviews.
5. Working directly with the Ascent Director with collecting LIT availabilities and creating a schedule for which weeks each LIT will work.
6. To work with the Camp Director and 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.
7. Working with the Camp Director in organizing and arranging a schedule for both the bus drivers and the various volunteers who help out during the summer.
8. To plan and lead the staff and campers through the daily schedule.
9. Working with the Camp Director to send parents/guardians of registered campers any pertinent information, including a 'camper packet' before their week of camp.
10. Ensure that all supplies needed for each day are prepared before the day begins.
11. Looking after the Health 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.
- 12. 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. Working with the Ascent Director to ensure that the LIT's are seeking to minister to the total needs of the campers to the best of their ability, encouraging and disciplining when necessary.
 - c. Writing thank-you notes to all volunteers who work for ADC.
- 13. Working with the Camp Director and Media Coordinator to ensure good public relations with the parents/guardians of campers.
- 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 and Director of Children's Ministry.

This list of responsibilities may change slightly year-to-year given the varying gifting's and talents of the Assistant Director and Director.