

Adventurers Day Camp (ADC)

Winnipeg Evangelical Free Church

Position Title: ADC Program Coordinator

(Two positions)

Purpose

The Program Coordinator supports the preparation, coordination, and execution of Adventurers Day Camp programming. This role focuses on the practical delivery of daily camp activities across all programs, ensuring that camp sessions are well-organized, well-resourced, and aligned with ADC's philosophy, objectives, and policies.

Reports To: ADC Camp Director

Term of Employment

Early May through the conclusion of all summer camp sessions and post-summer responsibilities.

(This role involves increased time commitments during active camp weeks.)

Required Skills, Experience, Qualifications & Characteristics

- A strong and growing Christian faith
- A servant-hearted, team-oriented leadership style
- Strong organizational and logistical skills
- Demonstrated leadership ability
- Experience working with children and youth
- Passion for ministry and teamwork
- Previous ADC or camp experience is an asset

Primary Responsibilities

1. Program Planning & Execution

- Work with the Camp Director to prepare and execute daily camp programming across all ADC sessions, including Explore, Adventure, Cranked, and other specialty weeks.
- Plan, prepare, and coordinate:
 - Indoor and outdoor activities
 - Crafts and hands-on experiences
 - Rainy-day programming
 - Camp décor and theme-related environments

- Ensure daily program schedules are implemented smoothly and adjusted as needed in collaboration with the Camp Director.

2. Daily Operations & Supplies

- Assist in leading staff and campers through the daily camp schedule.
- Prepare, organize, and distribute all necessary program supplies.
- Anticipate program needs and troubleshoot logistical challenges during camp sessions.

3. Staff Support & Training

- Assist the Camp Director and Ascent Director in the planning and execution of pre-camp Staff Training.
- Help orient staff to daily schedules, responsibilities, and expectations.
- Provide practical, on-the-ground support to staff during camp sessions.

4. Health, Safety & Camper Care

- Serve as the primary point person for the health-related aspects of camp, including:
 - Organizing and administering camper medications (e.g., pills, Epi-Pens)
 - Providing basic first aid and responding to injuries
 - Communicating health-related incidents to parents/guardians as needed
- Ensure Incident and First Aid Reports are completed accurately, collected, and submitted to the Director of Children's Ministries at the end of each camp week.
- Significant health or safety concerns are to be communicated promptly to the Camp Director.
- Support the overall well-being of campers and LITs by:
 - Ensuring health and safety practices are consistently followed
 - Communicating camper needs or concerns to the Camp Director
 - Assisting the Ascent Director as needed in supporting LITs in their daily responsibilities
- *Spiritual mentorship and developmental oversight of LITs remains the responsibility of the Ascent Director.*

5. Communication, Media & Follow-Up Support

- Work with the Camp Director to prepare and send pre-camp information emails to parents/guardians, including schedules and key details for each camp session.
- Provide practical, day-to-day support to help ensure ADC media needs are met, which may include:
 - Assisting with photography or video capture during camp
 - Helping ensure daily tech and media needs are supported
 - Coordinating with other Lead Team members to assist with weekly highlights and congregational updates

- Provide leadership to the follow-up component of ADC's ministry, helping ensure families feel informed, appreciated, and connected.

6. Post-Camp & Evaluation Responsibilities

- Assist in writing thank-you notes to volunteers and financial supporters.
- Work with the Camp Director and Director of Children's Ministries to help plan the ADC Fall Reunion event.
- Participate in post-summer evaluation of the overall ADC program alongside the ADC Committee.

7. Additional Responsibilities

- Specific areas of focus may be divided between Program Coordinators based on gifting, experience, and program needs, in consultation with the Camp Director and Director of Children's Ministries.
- Other duties as assigned by the Camp Director and Director of Children's Ministries.

This role may vary slightly from year to year based on the gifting and strengths of the ADC Leadership Team.