

Adventurers Day Camp (ADC)

Winnipeg Evangelical Free Church

Position Title: ADC Camp Director

Purpose

The Camp Director provides overall leadership and direction for Adventurers Day Camp, overseeing the full staff team and ensuring that all programming, communication, and operations align with ADC's philosophy, objectives, and policies, and with the mission and values of Winnipeg Evangelical Free Church.

The effectiveness of this role is evaluated based on staff health, program quality, spiritual intentionality, parent communication, and alignment with ADC policies and values.

Reports To: Director of Children's Ministries

Term of Employment

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

This role involves increased time commitments during active camp weeks, including early mornings and extended on-site presence.

Required Skills, Experience, Qualifications & Characteristics

- A strong and growing faith in Jesus Christ, modelling Christ-centred leadership
- A servant-hearted leadership style
- Strong organizational and administrative skills
- Demonstrated leadership experience (camp or ministry preferred)
- Experience working with children and youth
- Passion for ministry, discipleship, and team development
- Previous ADC or camp experience is an asset

Primary Responsibilities

1. Leadership & Staff Oversight

- Provide overall leadership to the entire ADC staff team, fostering a culture of spiritual growth, teamwork, accountability, and care.
- Serve as the primary on-site leader during camp sessions.
- Model and cultivate a spiritually intentional camp culture through prayer, Scripture engagement, and Christ-centred leadership.

- Work collaboratively with the Director of Children's Ministries, who provides direct supervision and accountability for the ADC Lead Team, while the Camp Director provides day-to-day leadership and coordination across the full staff team.
- Exercise day-to-day operational decision-making; matters involving policy interpretation, significant discipline, or deviations from approved budgets or programming are addressed in consultation with the Director of Children's Ministries.

2. Program Direction & Teaching

- Provide overarching direction for ADC programming to ensure consistency and alignment with camp objectives.
- Select the annual camp theme and oversee the development of the camp logo (both subject to ADC Committee approval).
- Plan and prepare Bible lessons for both elementary programs (Explore and Adventure), ensuring lessons are age-appropriate, theme-aligned, and clearly communicate the Gospel message.
- Support Program Coordinators as they plan and implement specific activities, crafts, and daily schedules.

3. Staff, Volunteer & Training Leadership

- Lead the recruitment, organization, and support of volunteers for the summer camp program.
- Provide clear expectations, scheduling oversight, and relational support for volunteers throughout the summer.
- Work with the Director of Children's Ministries and Ascent Directors to plan and execute pre-camp Staff Training.
- Provide ongoing staff care through daily meetings, encouragement, guidance, and evaluation, addressing concerns in consultation with the Director of Children's Ministries.

4. Administration & Compliance

- Update and maintain the ADC Staff Handbook in collaboration with the Director of Children's Ministries, with final approval from the ADC Committee.
- Work with the Ascent Directors to ensure all required Police Information Checks (18+) and Child Abuse Registry Checks (16+) are completed prior to Staff Training.
- Coordinate with the Director of Children's Ministries to ensure all staff contracts are completed and returned.

5. Budget & Resources

- Work directly with the Director of Children's Ministries to prepare the ADC Director's Budget for the summer.
- Oversee the approved budget throughout the term.

- Following logo approval, order staff apparel, camper shirts, and other required merchandise.

6. Communication, Media & Public Engagement

- Provide leadership to ensure that ADC communication and media needs are clearly assigned, scheduled, and supported across the Lead Team.
- Ensure appropriate coverage of web content, social media, photography, weekly camp highlights, and reports shared with the WEFC congregation.
- Maintain accountability for clarity of ownership, timelines, and quality standards, without personally executing each task.
- Work with Program Coordinators to ensure timely parent/guardian communication, including Camper Information Packets.

7. Health, Safety & Camper Care

- Hold overall responsibility for the well-being of campers, LITs, and staff.
- Ensure consistent adherence to health and safety practices.
- Support staff in ministering to the physical, emotional, social, and spiritual needs of campers.

8. Evaluation & Post-Camp Responsibilities

- Assist with mid-summer staff evaluations and end-of-summer exit meetings.
- Ensure all staff evaluations are completed and submitted.
- Work with the Program Coordinator and Director of Children's Ministries to plan the ADC Fall Reunion.
- Participate in post-summer program evaluation with the ADC Committee, offering feedback and recommendations.

9. Additional Responsibilities

- Other duties as assigned by the 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.