



## Program Director (Maternity Leave Coverage)

**Job Title: Program Director (Maternity Leave Cover)**

**Reporting to: Executive Director**

**Salary Range: \$40,000-\$50,000 per year pro-rated**

### **Job Purpose**

Under the direction of the Executive Director, this position is responsible for planning, developing and overseeing year round events and retreats, as well as summer camps

### **Position Requirements**

- Be a mature and growing Christian, who senses a call and has a strong commitment to Christian camping.
- Have a vision for this ministry and what could be accomplished through the enabling of the Holy Spirit.
- Ideally have a Bible College or Bachelor's degree and/or experience in Christian camping ministry.
- Have a friendly, servant attitude and gracious spirit.
- Be self-motivated.
- Be a team player, and committed to helping others succeed.
- Be able to direct, oversee and organize seasonal staff.
- Good oral and written communication skills.
- Have the physical abilities to do this job.
- Provide criminal record check/vulnerable sector search prior to the first day of employment.

### **Duties and Responsibilities**

#### **1. Planning & Vision**

- a) Develop a well-balanced year-round program in response to the needs of the supporting churches, community & schools.
- b) Develop summer camp program
- c) Provide support to other permanent staff including the Camp Director and Administration Director
- d) Maintain a high level of communication with the Executive Director, Administration Director and any other members of staff to ensure smooth operation of camp
- e) Facilitation of program and planning meetings for summer camp

- f) Direct summer camp preparations
- g) Plan and lead summer staff training week

## **2. Administration**

- a) Track inventory of all program equipment
- b) Be responsible for upkeep and maintenance of program equipment
- c) Assist with Canada Summer Jobs administration (if granted)
- e) Ensure all paperwork required by volunteers and staff is up-to-date

## **3. Human Resources**

- a) Recruit and hire summer staff
- b) Assist with recruiting and hiring off-season staff
- c) Provide spiritual and organizational leadership to seasonal staff (spring, summer & fall)
- d) Staff management and resource distribution during summer and retreats
- e) Meeting regularly with staff team for prayer and planning meetings

## **4. Public Relations**

- a) Build and maintain healthy relationships with the local community and beyond
- b) Promote the ministry of camp in churches, Bible schools, Christian schools, communities and at trade events/conferences when required
- c) Assist in developing a volunteer base and keeping regular communications with volunteers.
- d) Maintain a high level of customer service with retreat groups

## **5. Professional Development**

- a) Keep up-to-date with current trends in the camping world and implement new ideas when appropriate
- b) Obtain and maintain Emergency First Aid & CPR/AED level C certification

## **6. Other**

- a) When required this position will involve serving guest groups with hosting duties, set up, cleaning, dishes and any other duties that are required.

## **Employment**

- a) Willingness to commit to a one-year initial contract
- b) Salary and other terms and conditions will be based on experience of candidate