

Camp Program Director

Employment Period: 10 weeks (flexible hours/weeks but must be available for all days/weeks of camp)

Remuneration: \$5000

Qualifications: Must be a Christian. 18 years or older. Must be a person that displays initiative in their work, organizational ability, and Christian maturity.

1. Design Master Schedule

- Prepare the camp schedule, alongside discipleship director and Pastor Caleb. This includes scheduling activities, field trips, lunch break, devotion time, etc...
- Ensure that bookings for busses, field trips, and venues are in place well in advance.
- Ensure that the master schedule is adhered to.
- Come up with back-up activities should an unexpected situation arise.
- Communicate the details of the master schedule to volunteers.

2. Purchase Equipment and Supplies

- Put together a list of supplies needed for camp activities and oversee the purchase of these materials.
- Oversee the purchase and design of camper and volunteer shirts.
- Create a camp budget with the funds available.

3. Volunteer Training and Recruitment

- Ensure that each camp is well staffed with church volunteers via bulletin advertisements, personal interaction, and follow up.
- Ensure that volunteers are screened with *Plan to Protect*, and have filled out our *Child Protection Package*.
- Ensure that volunteers are trained and equipped for their role(s) in camp ministry.

4. Manage Registration Platform

- Ensure that the online registration program is functioning properly
- Follow up with camp registrants.
- Answer question from inquirers.
- Put together camp binder with registration forms.

5. Direct Camp Activities

- When camps begin, the Program Director will keep the schedule moving along, direct the volunteers and ensure that activities are set-up and taken down.

The Program Director will report directly to Pastor Caleb.

Interested applicants should submit a resume and application form to Pastor Caleb by **Saturday, February 29th, 2020**. Please send these documents to: caleb@hespelerbaptist.ca