

Camp Inclusion Coordinator Job Description

Denomination: Christian and Missionary Alliance	Church Size: 350+
Job Type: Summer Position	Position Status: Full Time, Summer
Potential Start Date: June 10, 2025	Potential Duration: 12 weeks
Department: Children's Ministry	Reports to: Children's Pastor
Pay: \$18.50 per hour	

Summary

Last summer, we had 400 campers join us for Power Up! Camps. The Camp (Inclusion) Coordinator will support the inclusion of all campers of all abilities.

Job Responsibilities

May include, but are not limited to, the following:

- **Programming and Event Assistance:** Assist with the preparation, planning, and execution of summer camps, children's ministry events, and Sunday morning programs
- **Marketing:** Develop and implement a marketing campaign to recruit volunteers alongside the Pastor of Children's Discipleship and camp staff
- **Curriculum Development:** Assist the camp staff in creating and revising curriculum for youth and children camps. Develop camp activities for campers to participate in active play, creative play, life skills development, and teamwork.
- **Conflict Resolution:** Address disagreements between camp staff, volunteers, and between children if applicable
- **Relationship Building:** Actively get to know children and leaders
- **Teamwork:** Collaborate with other ministry leaders in the church. Take initiative to complete tasks. Adapt to emergencies or changes. Serve as an example to staff and volunteers in terms of having a passion for serving and leadership abilities.
- **Leadership Rounding:** Throughout the day, check into all stations and rooms, providing support to leaders and children to ensure a smooth and safe camp
- **Post-Camp:** Gather feedback to help improve camp for the following week and next year. Alongside the team, organize camp clean-up and set up for the next camp.
- **Personal & Professional Development:** Create and implement an individual development plan (IDP) targeting areas of growth; complete a brief weekly reflection regarding experience, tasks, and self-improvement.
- Mandatory abuse prevention training

- **Volunteer Onboarding:** Develop a marketing campaign to recruit “buddy” camp volunteers to support campers of all abilities. Create and lead inclusion specific training for buddy volunteers.
- **Volunteer Training:** Create and adapt inclusion specific training modules and sessions for camp staff and volunteers.
- **Inclusion Intake:** Complete onboarding calls and meetings with families of children with physical or intellectual disabilities or behavioral concerns. Complete intake forms alongside families and adapt the camp curriculum and activities, so they are accessible.
- **Inclusion Support:** Implement accommodations for campers needing accessibility, providing one-on-one support as needed. Provide an inclusive environment.
- **Leadership:** Ensure leaders are fully equipped and empowered in their roles, providing support and guidance. Check-in daily with buddy volunteers and special needs counsellors, providing feedback, encouragement, and support.

Skills & Qualities

- A strong understanding of our church’s mission and purpose for camps.
- Must be independent, energetic, self-motivated, and flexible.
- Strong interpersonal and communication skills.
- Ability to work collaboratively.
- Experience in inclusion for children/youth programs and activities.
- Ability to think strategically, to execute the envisioned projects and plans effectively.
- Ability to prioritize and multi-task with strong attention to detail.

Characteristics

- To be a fully devoted follower of Christ, living with character and integrity.
- Fully aligned with the mission, vision, and values of Unionville Alliance Church
- Is a team player and acts as a positive role model for children, youth, and fellow staff.
- Strong oral and written English communication.
- Organized, punctual, responsible, takes initiative and reliable.

Applicants must be 15-30 years old. Position is contingent upon obtaining the Canada Summer Job Grant.

Submit your applications at uachome.org/careers.