

Camp Volunteer Services Director 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.

- **Volunteer Onboarding:** Develop a marketing campaign to recruit camp volunteers. Oversee the volunteer onboarding process (including interviews, background screenings, child protection training, and skills training). Assign volunteers to positions that best fit their skill set and abilities.
- **Volunteer Training:** Alongside Camp Coordinator, co-create and adapt training modules for camp staff and volunteers. Plan and lead camp volunteer trainings for adult and youth volunteers.
- **Volunteer Communication:** Alongside Administrative Coordinator, communicate with volunteers regarding onboarding documents, trainings, and camp schedule and logistics. Assist in leading the morning meeting before camp and the volunteer debrief at the end of the day to gather feedback from volunteers.
- **Volunteer Scheduling:** Address any volunteer scheduling changes and find replacements when necessary.
- **Camp Preparation:** Delegate responsibilities to volunteers in camp preparation.
- **Volunteer Support:** Ensure leaders are fully equipped and empowered in their roles, providing support and guidance; ensure that leaders are focused on their respective jobs and fully present with their children.
- **Volunteer Appreciation:** Lead and organize a volunteer and leader appreciation event post-camp.
- Mandatory abuse prevention training

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.
- Capable of leading a team and ability to work collaboratively.
- Experience in volunteer management preferred.
- 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.***