

Camp Manager Job Description

Denomination: Christian and Missionary Alliance	Church Size: 350+
Job Type: Summer Position	Position Status: Full Time, Summer
Potential Start Date: June 3, 2025	Potential Duration: 13 weeks
Department: Children's Ministry	Reports to: Children's Pastor
Pay: \$20.50 per hour	

Summary

Last summer, we had 400 campers join us for Power Up! Camps. The Camp Manager will provide oversight over the camp staff and programming.

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

- **Oversight and Leadership:** Provide leadership, vision, direction, and support to the staff team alongside the Pastor of Children's Discipleship. Complete check-ins with staff team, helping the team understand their respective roles, providing feedback and assistance to team. Assist staff in delegating and organizing responsibilities within the various teams. Co-lead staff meetings with Pastor of Children's Discipleship: creating an agenda, communicating vision and purpose, facilitate decision-making within the team, etc.

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 planning and leading children/youth programs and activities 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.