

Camp Administrative 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.

- **Organization:** Maintain and organize SharePoint to create an organized workspace for camp staff. Ensure all databases (Planning Center, SharePoint, and Jotform) are updated and maintained as registrations come in. Create and maintain an inventory list of all camp supplies.
- **Budget Management:** Maintain camp budget and finances. Oversee camp shopping list and update list as needed. Submit reimbursements with approval from Pastor of Children's Discipleship.
- **Registrations:** Oversee all camper registrations, ensuring that all documents are completed.
- **Communication:** Communicate with parents through the website, emails, phone calls, text updates, and other mediums to keep them informed of all important information and logistics regarding each camp. Assist Camp Manager in providing brief daily/weekly highlights to families and leaders.
- **Volunteer Onboarding:** Work with volunteer director to communicate with volunteers regarding onboarding, reminders, missing information, and scheduling meetings. Assist volunteer director in interviewing and onboarding all 70+ volunteers.
- **Post-Camp Administrative Duties:** Ensure that all incident reports, medical forms, etc. are stored appropriately on the server. Maintain and organize SharePoint, ensuring it is suitable for hand-off to next year's camp staff. Document all parent and volunteer feedback and organize it into a document to be used by next year's camp staff. Ensure that all inventory is updated.
- 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 administrative, interpersonal and communication skills.
- Capable of leading a team and ability to work collaboratively.
- Experience in administration 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.