

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

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.

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.

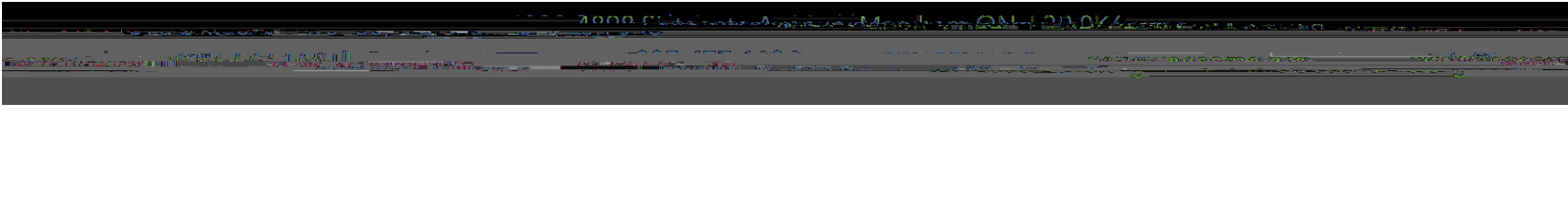
Camp Preparation: Delegate responsibilities to volunteers in camp preparation.

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



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.

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.

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.

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Personal and Professional Development: Identify three SMART goals and implement them over the summer. Complete a brief weekly reflection regarding experience, tasks, and self-improvement.

Skills & Qualities

A strong understanding of our church's mission and purpose for camps.

Must be energetic, self-motivated, and flexible.

Strong interpersonal and communication skills.

Capable of leading a small group and ability to work collaboratively.

Experience in leading children/youth programs and activities preferred.

Ability to prioritize and multi-task with strong attention to detail.

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Special Needs Counsellor Job Description

Denomination: Christian and Missionary Alliance Church Size: 350+
Job Type: Summer Position Position Status: Full Time, Summer
Potential Start Date: July 21, 2025 Potential Duration: 6 weeks
Department: Children's Ministry Reports to: Children's Pastor
Pay: Minimum Wage

Summary

Last summer, we had 400 campers join us for Power Up! Camps. Special Needs Counsellors serve as buddies for campers who could benefit from some extra support.

Job Responsibilities

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

Camp Preparation: Under Camp Inclusion Coordinator's direction, lead volunteers in preparing for children of all abilities. Read through the meeting notes with families.

Adapt activities so they are accessible. Create visual schedules. Prepare other resources and activities as necessary. Collaborate with camp staff and Pastor of Children's Discipleship to plan accessible activities for camp.

Event and Programming Assistance: Assist in two to three Sunday morning programs (scheduled in advance). Execute logistics for family programs.

Teamwork: B-3(:)JT6poeract ,n092 0 612 72 reW(n)85h e00s11e TJ[B-.hv60ea)5(ad()11(ot)4(d)-3 fo

Post-Camp Assistance: Help execute camp clean-up of all decorations and set-up for the following week. Participate and actively contribute in debrief with all camp staff and leaders.

Personal and Professional Development: Identify three SMART goals and implement them over the summer. Complete a brief weekly reflection regarding experience, tasks, and self-improvement.

Skills & Qualities

A strong understanding of our church's mission and purpose for camps.

Must be energetic, self-motivated, and flexible.

Strong interpersonal and communication skills.

Capable of leading a small group and ability to work collaboratively.

Experience in leading children/youth programs and activities preferred.

Ability to prioritize and multi-task with strong attention to detail.

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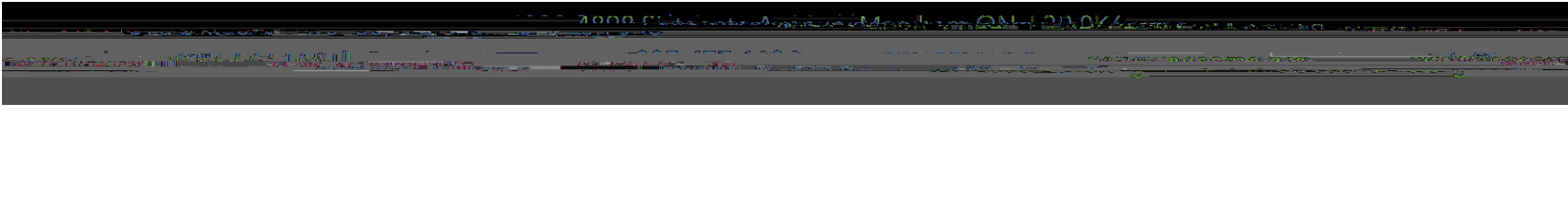
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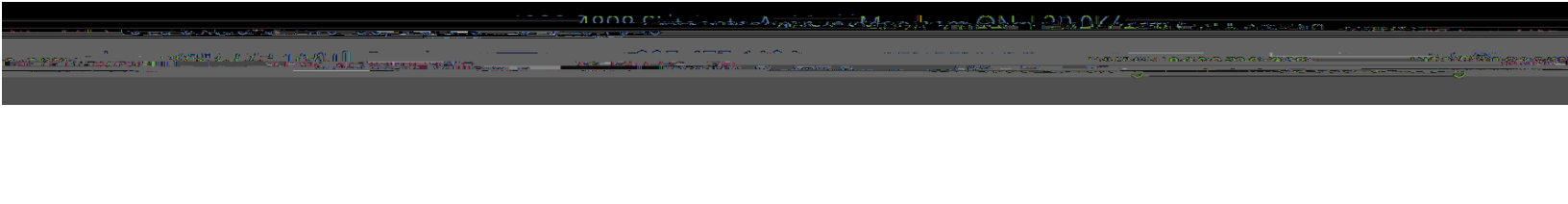
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