

**CAMP SPIRIT SUMMER 2022**

**Position:** Co-Director

**Reports to**: Camp Spirit Executive Director

**PURPOSE AND SCOPE OF THE WORK**

The CO-**DIRECTOR** is responsible for the planning and implementation of the Summer 2022 Camp Spirit program in an area of the Pacific Mountain Regional Council. Co-Directors will work in pairs to lead one of 5 Camp Spirit Teams for Summer 2022. The teams will include: 2 Northern, Rural & Indigenous Travelling Teams; 1 Vancouver Island Travelling Team; and 2 Lowermainland Teams. Co-Directors are hired for full time hours from May 15 until September 1, 2022. The **CO-DIRECTOR** is responsible for the smooth running of Camp Spirit at each site – ensuring the safety of participants. They are also responsible for ensuring alignment of the program with the vision, mission, values of Camp Spirit. The **CO-DIRECTOR** will be the team lead at 3 or 4 of the Camp Spirit sites. On the weeks that they are not team lead, they will assume the role of Sr. Coordinator, LIT Coordinator and/or Worship & Music Leader. **CO-DIRECTORS** will play a significant role in the training and evaluation of staff and youth crew.

Camp Spirit Co-Directors will work in collaboration with the Camp Spirit Executive Director, Camp Spirit Administrator, Site Coordinators and Summer Staff Team.

**RESPONSIBILITIES**

1. **Lead the Staff Team:**

* Support the Coordinators in their roles.
* Lead scheduled Staff Team meetings for planning, debriefing, reflection, and evaluation.
* Ensure that Coordinators have the resources they need to carry out their work.
* Ensure that each site is adequately staffed – for camper numbers and diverse needs.
* Facilitate teamwork and effective communication between Coordinators, Youth Crew, Site Coordinator and Volunteers at each of the Camp Spirit sites.
* Co-facilitate Coordinator and Youth Crew training prior to the summer.
* Support and train Coordinators as required throughout the summer.
* Participate in the Site Coordinator Pre-Camp Gatherings.
* Assume the role of Sr. Coordinator on the weeks when they are not Team Lead.

2. **Plan and Implement Camp Spirit weeks at up to 3 or 4 sites:**

* Communicate with Camp Spirit Administrator regarding logistics for each Camp Spirit site.
* Liaise with the Camp Spirit Administrator regarding logistics, registration updates, participant information, travel information for each week of Camp Spirit.
* Provide Camp Spirit Administrator with the necessary information for the Welcome and Mid-Week Newsletter in a prompt, clear and efficient manner.
* Liaise regularly with the Site Coordinator at each site prior to their week of Camp Spirit.
* Provide lists of required supplies and resources to each site in ample time for the local site organizers to prepare.
* Ensure that each site has the appropriate number and sizes of t-shirts, name tags and other supplies as needed.

3. **Faith and Spirituality**

* Be in essential agreement with United Church of Canada ethos, theology, values.
* Model behavior which is consistent with United Church of Canada and Camp Spirit mission vision and values.
* Assess and evaluate resources – stories, songs, activities – to ensure that they are consistent with United Church values, policies, and practices.
* Develop a thorough knowledge of the Camp Spirit 2022 Curriculum (theme, stories, resources, and recommended activities) and work with the Staff Team to bring the curriculum to life.
* Provide resource and planning support to Coordinators for the program components of the Camp Spirit.

4. **Emergency and Safety Planning**

* Ensure the physical, emotional, and spiritual safety of all people involved in the Camp Spirit program.
* Examine and adapt or create (as needed) emergency and safety plans for each site.
* Ensure that staff are appropriately informed and trained in emergency and safety policies and procedures.
* Ensure that participants and volunteers are appropriately informed of emergency and safety policies and procedures.

5. **Communication, Evaluation and Documentation**

* Maintain ongoing and consistent correspondence with staff, parents, and site teams – email, phone, and mail.
* Provide Administrator with content to be shared on Camp Spirit social media.
* Ensure a thorough evaluation of program, facilities, leadership.

6. **Daily Program involvement**

* Support opening, closing and any other whole group gatherings.

7. **Additional Duties as required**

**EDUCATION, TRAINING, AND EXPERIENCE**

* Significant experience in ministry with children, youth, and young adults
* Previous experience with Camp Spirit staff is an asset
* Experience in collaborative team leadership
* Experience in a faith-based environment
* Computer skills as asset
* Experience in supervision and training of staff

**SKILLS AND ABILITIES**

* Capacity to communicate Camp Spirit mission and values
* Ability to organize and be attentive to detail
* High level of ability to adapt and implement curriculum or children’s program
* Able to work in an environment where interruptions are frequent
* Proven communication skills with individuals and groups
* Confident with speaking to and directing large groups of people
* Willingness and ability to provide leadership for and to work in a collaborative team
* Skilled at working with biblical and theological concepts and stories
* Capacity to be healthy and centered during multiple and varied work demands
* Demonstrated ability to work in an ordered and organized manner as well as a capacity to be spontaneous, flexible, and to take initiative

**THE CO-DIRECTOR WILL BE REQUIRED TO**

* Travel both local and possibly of longer distances
* Have a valid Driver’s License
* Have access to a vehicle

**COMPENSATION**

The remuneration for this salaried position will be based on the applicant’s experience. This position is 40 hours per week from May 15th until September 1st.

**APPLICATION PROCESS**

Applicants are asked to apply online at:<https://campspirit.campbrainstaff.com/>