



**Position: Camp Spirit Program Director**

**Reports to:** Camp Spirit Executive Director Christina Atkinson

**PURPOSE AND SCOPE OF THE WORK**

The Camp Program Director(s) are responsible for planning and the implementation of the Camp Spirit program for 24 locations (16 locations on the Mainland and 6 locations on North Vancouver Island). The three Program Directors, working in partnership with each other, will be responsible for the smooth running of the camp in each site, ensuring the safety of participants and alignment of the program with vision, mission, values of Camp Spirit. The Program Director will be the staff lead at one of the three Camp Spirit sites each week. The Program Director will play a lead role in training of staff and evaluation of staff and program.

The Camp program director(s) will work in collaboration with Camp Spirit Administrator, designated local site organizers, and summer staff team.

**Responsibilities**

1. Facilitation of Staff Team:

- Support the Staff Team in their roles.
- Lead scheduled Coordinator Team Meetings for debriefing, reflection and evaluation.
- Provide resources for the team in order for them to carry out their work.
- Establish Camp Spirit teams for each site throughout the summer.
- Facilitate and coordinate with Site Coordinator and volunteers at each of the Camp Spirit sites as needed.
- Participate in co-facilitating staff, Youth Crew, and program volunteer training pre-summer, and ongoing as needed.
- To coordinate the Community Engagement part of the Camp Spirit program.

2. Planning and Implementation of Camp Spirit at up to 8 of the 24 locations which will include:

- Communicate with Camp Spirit Administrator on all logistics, resource lists, for each site.
- Prepare the Newsletter each week with prepared template from Administrator.
- Liaison and communication with the site specific ministerial staff in charge of the camp at each facility.
- Liaison with the Camp Spirit Administrator about registration updates, participant information, etc.
- Provide lists of required supplies and resources to each site in ample time for the local site organizers to prepare.
- Weekly pick up in July and August of t-shirts, name tags and other supplies as needed from Shaughnessy United Church.

3. Faith and Spirituality

- Be in essential agreement with United Church of Canada ethos, theology, values.

- Model behavior which is consistent with United Church and Camp Spirit mission vision and values.
- Provide resource and planning support for program components of the Camp Spirit.
- Assess and evaluate resources – stories, songs, activities – to have integrity with United Church policies and practices.

#### 4. Emergency and Safety Planning

- Ensure the physical, emotional and spiritual safety of all people involved in the Camp Spirit program.
- Ensure staff are appropriately informed and trained.
- Ensure that participants and volunteers are appropriately informed.

#### 5. Communication, Evaluation and Documentation

- Ensure a thorough evaluation of program, facilities, leadership.
- Attend to ongoing correspondence – email, phone, and mail.
- Provide Administrator with content to be shared on Camp Spirit social media.

#### 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
- Proven communication skills with individuals and groups
- Ability to organise 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
- 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 centred in the midst of multiple and varied work demands
- Demonstrated ability to work in an ordered and organised manner as well as a capacity to be
- spontaneous, flexible, and to take initiative

**This position will require the program director to:**

- Travel both local and the possibility of longer distances as we have camps in Powell River (North Island team) and in Prince George and Hazelton (BC team)
- Have a valid Driver's License
- Have access to a vehicle

**Compensation**

The remuneration for this salaried position will be based on the applicants experience. This position is 40 hours per week for 16 weeks.

**Dates of Work**

- Program Directors will work a total of 16 weeks until and including, Wednesday, September 2nd, 2020 (Coordinators will work with Program Directors on Monday and Tuesday, August 31st & September 1st).
- Summer weeks of work will be Mondays from 7:30am - 4pm and Tuesdays thru Fridays from 8am until 4:30pm.
- A mandatory meeting with all Camp Spirit Site Supervisors on May 27th at 6pm in New Westminster (Lower Mainland/BC PD) and Courtney (North Vancouver Island PD).
- Team building retreat one weekend in March for 3 nights/4 days. Location TBD.
- Required to attend the Youth Crew Training retreat on June 28th-30th. This will include 2 nights/3 days stay at Pacific Spirit United Church
- Celebratory Barbecue for all Camp Spirit Staff & Youth Crew will be on September 2nd. Location TBD (or Shaughnessy Heights United) beginning at 5pm.

*Applicants are asked to apply online with a cover letter, resume and references.*