



Summer Camp Co-ordinator

Background

Markham Chinese Alliance Church (MCAC) is searching for a Summer Camp Co-ordinator to lead our team for the planning and oversight of our children and youth summer camps. We are an established Chinese Alliance church located at NE corner of Markham Road / 14th Ave in Markham, Ontario. The expected attendance of the children and youth camps are from 30 to 80 campers. We aim to promote Christian values to children and youths through high quality and well-planned programs. Individuals with the passion to serve the children and youths of our local community are encouraged to respond to this posting.

Job Description

- **Job Title:** Summer Camp Co-ordinator
- **Employer:** Markham Chinese Alliance Church
- **Location:** 1 Chatelaine Dr, Markham ON L3S 3S9
- **Job Type:** 35 hours per week for 11 weeks
- **Start Date:** June 18, 2020
- **Salary:** \$17 per hour
- **Posting Date:** Feb. 16, 2020
- **Closing Date:** March 31, 2020
- **Contact Name:** Pastor Lucinda Tam
- **Contact Email:** children.ministry@mcac-cma.com
- **Contact Phone:** 905 201-6344 Ext 23

Requirements:

Mandatory:

- Applicants must be between the ages of 15 & 30
- Passionate for the children and youths of our community
- Strong leadership, organizational, communication and interpersonal skills

Desirable:

- Post Secondary Education
- Understanding of activity planning, program development, safety and risk management and project management

Responsibilities:

- Work under direction of Summer Camp Manager and/or its designate to plan, organize and conduct the children and youths summer camps as specified by the church



- Adhere and enforce all relevant church policies including but not limited to health, safety, personnel and child protection
- Obtain a police vulnerable sector check prior to the commencement of the camps
- Attend all training programs, such as Child Abuse Prevention Training, First Aid Training, and Counsellors Orientation and Team Building Session as specified by the church
- Obtain a police vulnerable sector check prior to the commencement of the camps
- Provide leadership to team members by delegating, monitoring, coaching, and mentoring counsellors as well as providing on-going feedback
- Co-ordinate and lead daily camp activities that encourage the participation of each camper and stimulate campers' social development, such as crafts, games, sports, signing, group discussion & field trips
- Ensure well-being, safety and protection of each camper and proactively taking action to mitigate any risks
- Manage behavioural incidents and implement behavioural redirection strategies
- Resolve conflicts arising between campers using conflict resolution strategies
- Serve as a liaison with parents of campers
- Conduct a daily debriefing session with team members at the end of camp
- Participate in daily staff meetings and provide regular updates/feedback to the Camp Manager
- Monitor the supplies for daily camp activities and the program and activities set-up and clean-up
- Carry out any other duties as assigned by the Camp Manager and/or its designate

HOW TO APPLY

Applicants should send a resume and cover letter outlining how they can meet the specific requirements of the position to children.ministry@mcac-cma.com before the **CLOSING DATE**.

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted. Please note the selected candidate will be required to submit to character reference checks and police vulnerable sector check record.