



Summer Camp Manager

Background

Markham Chinese Alliance Church (MCAC) is searching for a Summer Camp Manager 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 Director
- **Employer:** Markham Chinese Alliance Church
- **Location:** 1 Chatelaine Dr, Markham ON L3S 3S9
- **Job Type:** 35 hours per week for 15 weeks
- **Start Date:** May 18, 2020
- **Salary:** \$19 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 Children's Ministry Pastor 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 training program on Child Abuse Prevention and First Aid as specified by the church
- Obtain a police vulnerable sector check prior to the commencement of the camps
- Assist the Children's Ministry Pastor to develop and implement the mission, purpose, goals and objectives of the camps in order to develop leadership and social skills of local children and youths.
- Responsible for all aspects of the operation of the camps including but not limited to the following:
 - a. purchasing program materials/office supplies
 - b. camp set-up and tear down
 - c. registration, attendance records and incident reports
 - d. liaison with different stake holders
 - e. program scheduling and field trips
- Develop and monitor budget for volunteers and counsellors
- Supervise and evaluate volunteers and camp counsellors
- Organize and lead orientation training for volunteers and counsellors
- Provide leadership to camp staff team by delegating, monitoring, coaching and mentoring staff as well as providing on-going feedback to staff including mid-summer and end of summer evaluations
- Design camp programs and review/approve all lesson plans with counsellors to ensure programs are in line with camp objectives
- Conduct daily meetings during the camp to debrief on the day and review programs/activities to be executed for the day
- Create a positive learning environment where volunteers and counsellors feel included and are motivated to work towards common goals
- Evaluate camp program and provide feedback/recommendations to the Children's Ministry deacon at the conclusion of the summer on how to serve children and youths in the local community
- Provide weekly status reports to the Children's Ministry Deacon.
- Ensure all relevant procedures are being followed at all time.

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.