

**Summer Day Camp
Job Posting Information Package
2023**

Please include a cover letter with your application

Submit Applications to

**First Baptist Church, Olds
5005-53rd Ave,
Olds, Alberta
T4H 1H6**

Employment Opportunities @ First Baptist Church, Olds
Temporary Summer Workers

Summer Ministries Day Camp Director

Early May to August (16 Weeks)

Full Time

- To report directly to the Pastor of Children and Family Ministries or his delegate
- To give leadership to our Summer Day Camp and VBS Program
- To assist in our Children's Worship program

Application Deadline: March 15 2023 or until suitable candidate is found

Summer Ministries Assistant Director

Early to August (15 weeks)

Full Time

- To report to the Summer Ministries Day Camp Director
- Develop the activities and the worship

Application Deadline: March 15 2023 or until suitable candidate is found

Summer Ministries Day Camp Preschool Coordinator

May to August (15 Weeks)

Full Time

- To report directly to the Summer Camp Director
- To prepare weekly day camps for preschoolers
- To provide administrative support to the Summer Day Camp Director when necessary
- To assist in the Children weekday Day Camps, Sports Camps, Specialty Camps, VBS, Weekly Worship program

Application Deadline: March 15 2023 or until suitable candidate is found

Summer Ministries Senior Leader

End of June to August (9 weeks)

Full Time

- To give leadership the Junior Staff
- Assist the assistant Director in the implementation of the camp program
- Give leadership to the Sunday worship time

Application Deadline: March 15 2023 or until suitable candidate is found

Summer Ministries Junior Day Camp Leaders

June to August (4-7 Weeks)

- To report directly to the Summer Day Camp Director
- To assist in the Children weekday Day Camps, Sports Camps, Specialty Camps, VBS

Application Deadline: March 15 2023 or until suitable candidate is found

For further information or to request an application, please contact:

Pastor Greg Stirling

First Baptist Church, Olds

403-556-3219 Ext 29

www.firstbaptistolds.ca

camps@firstbaptistolds.ca

Job Descriptions:

A. Summer Ministries Day Camp Director

DATE: 16 Weeks: May 8 – August 25, 2023

HOURS: 38 hours per week

WAGES: \$10,400

The Summer Day Camp Director requires a responsible individual who is capable of leading a team of young teens and adults, as well as keeping that team focused on the children that attend the camps. This individual must:

- Demonstrate a disciplined, godly lifestyle
- Have a consistent devotional life
- Be responsible in their own personal life
- Have an attitude of humility and teachability from all sources, including team members
- Be able to respectfully and graciously confront team members on conflicts in camp and personal matters
- Be organized and able to plan several activities for children
- Be responsible for the administrative aspect of camp (purchasing, field trips...)
- Be able to delegate responsibilities to other team members
- Be able to lead a team by example
- Be able to handle parent interaction
- Be able to deal with child issues
- Understand that the gospel of Christ is the focus and center of this ministry

This job includes many administrative aspects as well as practical aspects. The Director must be able to handle both sides of this position and lead the team spiritually and practically.

Overall the Summer Day Camp Director must be the voice of reason for the Summer Team. It will be easy to go with every fun idea but the Summer Day Camp Director is responsible to the Children's Pastor, as well as the Board of Elders. The Director will be accountable for the appearance of the church as well as how the camps run. This is a lot of responsibility so it is important to use your team. The Camp Director will also be responsible to mentor the Coordinators and Senior Leaders that they gain an understanding of this Director role with the view that they fill the Director role in the future. To this end, Director is encouraged to delegate some of his responsibilities to others in order that they learn and new skills, develop strengths and skills they already have, or test skills they know, but need to gain experience with.

RESPONSIBILITIES:

- To give overall leadership of the entire Summer Day Camp Program
- Give leadership in doing daily devotions to the team.
- Evaluate and edit as needed the FBC Summer Ministries Camp Manual for future directors. Note the amendments at the end of the document.
- Mentor Senior Junior leader for future Senior position
- Participate in weekly camps as a leader
- Participate in children's Sunday worship program as a leader
- To give oversight in the development of the children's day camp programs (VBS, Sport Outreach Camp)
- Recruit volunteers
- Plan and lead volunteer training/orientation
- Participate in the Senior BBQ (if planned)
- Plan activities for the Family camp weekend if it falls under within summer program schedule.
- Assist with special fellowship events with families

- Supervise volunteers
- General duties as outlined by the Pastor of Children and Family Ministries (or his delegate)

QUALIFICATIONS:

- Leadership Skills:
 - An ability to: oversee programs and people; motivate team members
 - An ability to: assume responsibility for assigned tasks; work productively and independently; lead children in activities
- Teaching Skills:
 - An ability to: teach children and youth; communicate in group settings; share the Gospel
- Administrative Skills:
 - An ability to: plan, organize and evaluate activities; keep records via databases and spreadsheets
- Personal Skills:
 - must exemplify the following:
 - a strong personal relationship with Jesus
 - love of children and youth
 - reliability
 - responsibility
 - accountability
 - friendly and enthusiastic
 - teachable
- Obtain Criminal Record and Social Services Checks and be willing and able to become a Commissioned Children's Ministry worker of First Baptist Church, Olds
- Must be 18 yrs. or older, attending a post-secondary institution and has serve at least one year in another Senior Staff position

Accountability:

- Directly accountable to Pastor of Children and Family Ministries (or his delegate)
- Must be willing to sign the "Employee's Lifestyle Agreement" document

B. Summer Ministries Assistant Director

DATE: 15 Weeks: May 8 – August 25, 2023

HOURS: 37 hours per week (Flexible Hours)

WAGES: \$8,100-\$8,900 (depending on experience)

The job of Summer Day Camp Children's Worship Coordinator is one that requires a competent person willing to place their job above their comfort zone. This job involves not only a great deal of responsibility, but also an individual who is comfortable speaking publicly. The Summer Ministries Assistant Director responsibility includes but is not limited to:

Having a daily, meaningful devotional life

Able to communicate the Gospel effectively to young children

Able to work well in a team environment

Lead a team of Junior Staff to interact with the kids effectively

Planning and running songs for the kids daily during day camps including:

Choose songs to sing

Learn/make actions for the songs

Teaching and leading the songs and actions in front of the kids

Helping plan VBS

Play acceptable music during game time

Being able to properly deal with children who disrupt camp

Being present during camp activities to ensure the safety of not only the children, but also the Junior Staff

Willing to take on additional responsibility such as teaching and administrative duties as needed

Because the job of the Summer Ministries Assistant Director does not involve a lot of interaction with the children directly, the main ministry of this position is to the Junior Staff. Not only keeping the Junior Staff accountable to their responsibilities, but also making sure they can do their jobs well. This may require more quality interaction outside the workplace, as well as during the work day

RESPONSIBILITIES:

Develop, organize, and plan weekly Sunday Summer Children's Worship programs

Develop, organize, and plan summer fitness activities and help with the planning of VBS

Participate in weekly children's events as a leader

Assist the Summer Day Camp Director in administrative duties

Help develop, organize and plan children and family special events

Help Recruit volunteers

Possible participation in a one-week Senior Camp Program and a possible family camp weekend.

Assist with special fellowship events with families

Supervise volunteers

General duties as outlined by the Summer Day Camp Director

QUALIFICATIONS:

Leadership Skills:

An ability to: oversee programs and people; motivate team members

An ability to: assume responsibility for assigned tasks; work productively and independently; lead children in activities

Teaching Skills:

An ability to: teach children and youth; communicate in group settings; share the Gospel

Administrative Skills: should be familiar with word-processing, databases, spreadsheets and basic accounting.

Personal Skills:

- must exemplify the following:
 - a strong personal relationship with Jesus

- love of children and youth
- reliability
- responsibility
- accountability
- friendly and enthusiastic
- teachable

Obtain Criminal Record and Social Services Checks and be willing and able to become a Commissioned Children's Ministry worker of First Baptist Church, Olds

Must be 18 yrs. or older

Accountability:

Directly accountable to Summer Ministries Day Camp Director (or his/her delegate)

Must be willing to sign the "Employee's Lifestyle Agreement" document

C. Summer Ministries Preschool Coordinator

DATE: 15 Weeks: May 8 – August 25, 2023

HOURS: 37 hours per week

WAGES: \$8,100-\$8,900 (depending on experience)

The job of Summer Day Camp Children's Pre-School Coordinator is one that requires a competent person willing to place their job above their comfort zone. This job involves not only a great deal of responsibility, but also an individual who is comfortable speaking publicly. The Children's Pre-School Coordinator's responsibility includes but is not limited to:

- Having a daily, meaningful devotional life
- Able to communicate the Gospel effectively to young children
- Able to work well in a team environment
- Lead a team of Junior Staff to interact with the kids effectively
- Planning and running songs for the kids daily during day camps including:
 - Choose songs to sing
 - Learn/make actions for the songs
 - Teaching and leading the songs and actions in front of the kids
 - Planning VBS
- Play acceptable music during games time
- Being able to properly deal with children who disrupt camp
- Being present during camp activities to ensure the safety of not only the children, but also the Junior Staff
- Willing to take on additional responsibility such as teaching and administrative duties as needed

RESPONSIBILITIES: (as outlined by the Summer Day Camp Director)

The job of Summer Day Camp Pre-School Coordinator is one that requires a competent person willing to place their job above their comfort zone and working on their own (along with a junior worker and/or volunteer). This job involves not only a great deal of responsibility, but also an individual who is comfortable speaking publicly. The Preschool Coordinator's responsibility includes but is not limited to:

- Develop, organize, and plan summer day camps for preschoolers (mornings only) and help with the planning of VBS
- Assist in the afternoon day camp program
- Assist the Summer Day Camp Director in administrative duties
- Participate in day camp program as a leader
- Participate in children's Sunday Worship program as a leader
- Assist with implementation and delivery of weekly summer children's events
- Assist with volunteer training/orientation
- General duties as outlined by the Summer Day Camp Director

Since the job of the Summer Day Camp Preschool Coordinator does not involve a full day, the Preschool Coordinator will also work alongside the Worship Coordinator to help with the Junior Staff. Not only keeping the Junior Staff accountable to their responsibilities, but also making sure they can do their jobs well. This may require more quality interaction outside the workplace, as well as during the work day.

QUALIFICATIONS:

- Leadership Skills:
 - An ability to: oversee programs and people; motivate team members
 - An ability to: assume responsibility for assigned tasks; work productively and independently; lead children in activities
- Teaching Skills:
 - An ability to: teach children and youth; communicate in group settings; share the Gospel
- Administrative Skills: should become familiar with word-processing, databases, spreadsheets and basic accounting.
- Personal Skills:
 - must exemplify the following:
 - a strong personal relationship with Jesus
 - love of children and youth
 - reliability
 - responsibility
 - accountability
 - friendly and enthusiastic
 - teachable
- Obtain Criminal Record and Social Services Checks and be willing and able to become a Commissioned Children's Ministry worker of First Baptist Church, Olds
- Must be 18 yrs. or older

Accountability:

- Directly accountable to Summer Ministries Day Camps Director (or his/her delegate)
- Must be willing to sign the "Employee's Lifestyle Agreement" document

D. Summer Ministries Senior Leader

DATE: Mid-June – August 25, 2023 (9 Weeks)

HOURS: 37 hours per week

WAGES: \$5,200

RESPONSIBILITIES: (as outlined by the Summer Day Camp Director)

- Help to develop one-week day camp programs for children aged 4 – 12
- Help in the preparation of VBS
- Oversee set up and tear down for day camp
- Participate in day camp program as a leader
- Assist with implementation and delivery of weekly summer day camps
- General duties as outlined by the Summer Day Camp Director
- Mentor the other summer junior staff and volunteers to help them understand what their job is and how the camp functions
- Work closely with the Camp Director to get an understanding of the Senior Staff roles
- Run the Sunday Morning KOW services.

QUALIFICATIONS:

- Developing Leadership Skills: assume responsibility for assigned tasks; works productively; willing to work in a team; lead children in activities
- Developing Teaching Skills: communicate in group settings; share the Gospel
 - Personal Skills:
 - must exemplify the following:
 - a strong personal relationship with Jesus
 - love of children and youth
 - reliability
 - responsibility
 - accountability
 - friendly and enthusiastic
 - teachable
- Obtain Criminal Record and Social Services Checks (if applicable according to age as 18 and over require the Social Service Check) and be willing and able to become a Commissioned Children's Ministry worker of First Baptist Church, Olds
- Must be 17 years old and have had experience as a junior leader

Accountability:

- Directly accountable to Summer Ministries Day Camp Director (or his/her delegate)
- Must be willing to sign the "Employee's Lifestyle Agreement" document

E. Summer Ministries Junior Day Camp Leader

DATE: End of June – August 25, 2023 (7 Weeks)

HOURS: 36 hours per week

WAGES: \$3,200 to 3,700 depending on experience

RESPONSIBILITIES: (as outlined by the Summer Day Camp Director)

- Help to develop one-week day camp programs for children aged 4 – 12
- Help in the preparation of VBS
- Oversee set up and tear down for day camp
- Participate in day camp program as a leader
- Assist with implementation and delivery of weekly summer day camps
- General duties as outlined by the Summer Day Camp Director

QUALIFICATIONS:

- Developing Leadership Skills: assume responsibility for assigned tasks; works productively; willing to work in a team; lead children in activities
- Developing Teaching Skills: communicate in group settings; share the Gospel
 - Personal Skills:
 - must exemplify the following:
 - a strong personal relationship with Jesus
 - love of children and youth
 - reliability
 - responsibility
 - accountability
 - friendly and enthusiastic
 - teachable
- Obtain Criminal Record and Social Services Checks (if applicable according to age as 18 and over require the Social Service Check) and be willing and able to become a Commissioned Children’s Ministry worker of First Baptist Church, Olds
- 15 years old minimum but preference may be given to older applicants

Accountability:

- Directly accountable to Summer Ministries Day Camp Director (or his/her delegate)
- Must be willing to sign the “Employee’s Lifestyle Agreement” document