

## **Title:** Assistant Camp Director

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### **Minimum Qualifications:**

- College or University Students
- CPR & First Aid Certificate or Training (a plus)
- Strong Administrative skills

### **Responsible to and Mentored by:**

- Children's Director AKA (Camp Director)
- Church Administrator

### **Camp Goals:**

Our goal is to provide a safe and fun filled camp for our community children highlighting the celebration of Canada's 150<sup>th</sup> anniversary celebration party. To establish relationships with the families that call this community home.

### **General Responsibilities:**

The Assistant Camp Director must be mature and experienced having the ability to see that the Camp operates in an efficient, professional and orderly manner. The Assistant will also be responsible for coordinating First Aid. They will assist our local councillor Gary Crawford with the July 1<sup>st</sup> Celebration of Canada's 150<sup>th</sup> Birthday. Responsible to assist in planning and implementation of "The Big Give" an event where churches across the country bless their neighbourhoods through a unified day of giving extravagantly – one Huge Yard Sale where everyone is welcome and EVERYTHING IS FREE!

1. Responsible for daily registration, sign in and out, filling and paperwork.
2. Provide a total program that is consistent with the Camp's vision - providing an environment of safety, love, and respect.
3. Gives leadership, support and encouragement to staff.
4. Ensures the training session takes place in accordance with Plan to Protect.
5. Informs staff of Camp rules and regulations, and seeing that they are enforced.
6. Responsible for administering and maintaining complete records during the camp, including camper lists, health/medical records, and incident/accident reports.
7. In conjunction with the Camp Director, organizing staff responsibilities and schedules.
8. Will meet with the Camp Director daily during the camp (so that little problems do not become big problems i.e. allergies, etc.)
9. Will enforce Camp policies in general and regarding visitors, reporting immediately to the Camp Director any problem of a serious nature.
10. With the approval of the Camp Director will purchase or arrange for any required equipment or materials not normally provided on site.
11. Carrying out written evaluations of all staff during the camp and make recommendations for the next season.
12. Prepare a written report on the events, take notes at all meetings with staff and volunteers.
13. Release children only to authorized individuals.
14. Must be able to work and operate with a diverse group of individuals and volunteers
15. Must be able to present and be comfortable with public speaking
16. May assist Camp Echo (Every Child Has Opportunity) providing inner city children with a camp experience
17. To plan and organize our Fall Fun Night
18. Previous Zoom Camp or Zoom Kidz experience an asset.

## **Title:** Media and Arts Coordinator

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### **Minimum Qualifications:**

- Sr. High School, College or University Student
- CPR & First Aid Certificate or Training (a plus)
- Ability to work with PowerPoint, Photoshop, and other media arts software.

### **Responsible to and Mentored by:**

- Children's Director AKA (Camp Director)
- Assistant Camp Director
- Church Administrator
- Highway Church Media Team

### **Goals:**

Our goal is to provide a safe and fun filled summer for our community children & youth. To plan and coordinate summer activities and events, including celebration party highlighting the 150<sup>th</sup> Anniversary of Canada for the community and children.

### **General Responsibility:**

The Media and Arts Coordinator is responsible to oversee and produce media art for all areas of the camp including video and presentations for large group sessions. They will assist our local councillor Gary Crawford with the July 1st Celebration of Canada's 150th Birthday. Responsible to assist in planning and implementation of "The Big Give" an event where churches across the country bless their neighbourhoods through a unified day of giving extravagantly – one Huge Yard Sale where everyone is welcome and EVERYTHING IS FREE!

### **Specific Responsibilities & Experience:**

1. Supervises other artists in the preparation and development of set-designs, artwork and concepts.
2. Coordinates all media layouts including PowerPoint and images for print, and display.
3. Confers with other Coordinators for media related projects.
4. Supervises and oversees production on all media projects including posters, brochures, videos, PowerPoint and related media.
5. Maintains quality control and reviews completed artwork.
6. Performs related work as required.
7. Must demonstrate outstanding verbal and written communications skills.
8. Must demonstrate ability to analyze and problem solve.
9. May assist Camp Echo (Every Child Has Opportunity) providing inner city children with a camp experience.
10. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.
11. To plan and organize our Fall Fun Night
12. Previous Zoom Camp or Zoom Kidz experience an asset.
13. Maintain a warm and friendly disposition with all children, parents, and staff.
14. Maintain the confidentiality of children and their families enrolled in the camp program.

## **Title:** Sports Coordinator

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### **Minimum Qualifications:**

- Sr. High School, College or University Student
- CPR & First Aid Certificate or Training (a plus advantage)
- Ability to work with Word, Excel, Publisher, and other media arts software.

### **Responsible to and Mentored by:**

- Children's Director AKA (Camp Director)
- Assistant Camp Director
- Church Administrator

### **Goals:**

Our goal is to provide a safe and fun filled summer for our community children & youth. To plan and coordinate summer activities and events

### **General Responsibility:**

The Sports Coordinator is responsible to oversee and produce safe, fun, sports filled activities. They will assist our local councillor Gary Crawford with the July 1st Celebration of Canada's 150th Birthday. Responsible to assist in planning and implementation of "The Big Give" an event where churches across the country bless their neighbourhoods through a unified day of giving extravagantly – one Huge Yard Sale where everyone is welcome and EVERYTHING IS FREE!

### **Specific Responsibilities & Experience:**

1. Work closely with the Camp Director, Assistant Director to develop a program that provides for each child's social, emotional, cognitive and physical development.
2. Develop and implement a well-planned program of instruction in both sports and games for pre-school and children age 5 - 12.
3. Responsible for maintenance and inventory of all equipment and clean up of equipment and materials after each use, and after camp.
4. Responsible for pre-season and post-season inventory.
5. Supervision of volunteer counsellors and campers when participating in sports and games.
6. Help in planning of and participate in all camp wide activities/special events.
7. Have pre-planned programs for rainy days.
8. Responsible to hand in and discuss with Camp Director /Assistant Director developmentally appropriate lesson plans.
9. Responsible for the wellbeing of each camper during sports and games time.
10. Maintain a warm and friendly disposition with all children, parents, and staff.
11. Maintain the confidentiality of children and their families enrolled in the camp program.
12. Provide for supervision of children both indoors and outdoors that meets proper staff child ratios and provides for a safe and healthful environment.
13. May assist at Camp Echo (Every Child Has Opportunity) providing inner city children with an overnight camp experience.
14. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.
15. To plan and organize our Fall Fun Night
16. Previous Zoom Camp or Zoom Kidz experience an asset

## **Title:** Pre-School Coordinator

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### **Minimum Qualifications:**

- Sr. High School, College or University Student
- CPR & First Aid Certificate or Training (a plus)
- Has experience in planning, teaching, organizing and working with preschool children
- Able to work independently and in a group

### **Responsible to and will be mentored by:**

- Children's Director AKA (Camp Director)
- Church Administrator

### **Goals:**

Our goal is to provide a safe and fun filled summer for our community children. To plan and coordinate the pre-school department of our summer program and camps

### **General Responsibilities**

The Pre-School coordinator will be responsible to oversee and produce a safe, fun and nurturing environment for our community pre-schoolers. They will assist our local councillor Gary Crawford with the July 1st Celebration of Canada's 150th Birthday. Responsible to assist in planning and implementation of "The Big Give" an event where churches across the country bless their neighbourhoods through a unified day of giving extravagantly – one Huge Yard Sale where everyone is welcome and EVERYTHING IS FREE!

### **Specific Responsibilities & Experience:**

1. Work closely with and be mentored by the Children's Director.
2. Responsible for leading team of workers and volunteers.
3. Responsible for organizing and planning all Zoom Camp pre-school activities.
4. Plan and work with all other organizations within the community to bring about awareness and assistance
5. Must be able to work and operate with a diverse group of individuals and volunteers
6. Must be able to present and be comfortable with public speaking
7. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required
8. Set design for pre-school area
9. May assist at Camp Echo (Every Child Has Opportunity) providing inner city children with a camp experience.
10. Plan and organize Fall Fun Night
11. Maintain a warm and friendly disposition with all children, parents, and staff.
12. Maintain the confidentiality of children and their families enrolled in the camp program.
13. Plan and organize activities for nursery/preschool program on Sunday mornings
14. Plan and organize preschool activities for Zoom Kidz
15. Previous Zoom Camp or Zoom Kidz experience an asset.

## **Title:** Assistant Sports Co-ordinator

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### **Minimum Qualifications:**

- Sr. High School, College or University Student
- CPR & First Aid Certificate or Training (a plus)
- Able to work independently and in a group
- Ability to work with PowerPoint and Microsoft Excel

### **Responsible to and/or Mentored by:**

- Children's Director
- Sport's Co-ordinator
- Church Administrator

### **Goals:**

Our goal is to provide a safe and fun filled summer for our community children. To assist in planning and coordination of the sports department of our summer program and camp. To train and mentor this person to become a Co-ordinator at future camps.

### **General Responsibility:**

To create a safe and fun sports environment for summer camp attendees. To assist and work alongside the Sport's Coordinator. To assist our local councillor Gary Crawford with the July 1st Celebration of Canada's 150th Birthday. Responsible to assist in planning and implementation of "The Big Give" an event where churches across the country bless their neighbourhoods through a unified day of giving extravagantly – one Huge Yard Sale where everyone is welcome and EVERYTHING IS FREE!

### **Specific Responsibilities & Experience:**

1. Work closely with the Sport's Coordinator to develop a safe program for each child.
2. Create and implement a well planned sports program from children preschool to age 12 .
3. Responsible for the maintenance and inventory of all sports equipment.
4. Assist in all planning and participate in all camp wide activities /special events.
5. Responsible for the well being of each camper during sports and game time.
6. Maintain a warm and friendly disposition with all staff, parents and children.
7. Maintain the confidentiality of children and their families enrolled in the camp program.
8. These are not the only duties to be performed. Some duties may e reassigned and additional duties may be required as needed.
9. Plan and organize a Fall Fun Night.
10. Previous Zoom Camp, Zoom Church or Zoom Kidz experience is an asset.
11. May assist at Camp Echo (Every Child Has Opportunity) providing inner city children with a camp experience.

## **Title: Assistant Pre-School Coordinator**

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### **Minimum Qualifications:**

- Sr. High School, College or University Student
- CPR & First Aid Certificate or Training (a plus)
- Has experience in planning, teaching, organizing and working with preschool children
- Able to work independently and in a group

### **Responsible to and will be mentored by:**

- Children's Director AKA (Camp Director)
- Church Administrator
- Pre-School Coordinator

### **Goals:**

Our goal is to provide a safe and fun filled summer for our community children. To plan and coordinate the pre-school department of our summer program and camps

### **General Responsibilities**

The Pre-School coordinator will be responsible to oversee and produce a safe, fun and nurturing environment for our community pre-schoolers. They will assist our local councillor Gary Crawford with the July 1st Celebration of Canada's 150th Birthday. Responsible to assist in planning and implementation of "The Big Give" an event where churches across the country bless their neighbourhoods through a unified day of giving extravagantly – one Huge Yard Sale where everyone is welcome and EVERYTHING IS FREE!

### **Specific Responsibilities & Experience:**

1. Work closely with and be mentored by the Children's Director.
2. Responsible for leading team of workers and volunteers.
3. Responsible for organizing and planning all Zoom Camp pre-school activities.
4. Plan and work with all other organizations within the community to bring about awareness and assistance
5. Must be able to work and operate with a diverse group of individuals and volunteers
6. Must be able to present and be comfortable with public speaking
7. These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required
8. Set design for pre-school area
9. May assist at Camp Echo (Every Child Has Opportunity) providing inner city children with a camp experience.
10. Plan and organize Fall Fun Night
11. Maintain a warm and friendly disposition with all children, parents, and staff.
12. Maintain the confidentiality of children and their families enrolled in the camp program.
13. Plan and organize activities for nursery/preschool program on Sunday mornings
14. Plan and organize preschool activities for Zoom Kidz
15. Previous Zoom Camp or Zoom Kidz experience an asset.

## Title: Pastoral Internship

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### Minimum Qualifications:

- Student in a recognized Bible College or Seminary
- Excellent people skills
- Experience in working with people and in teams

### Responsible to and mentored by:

- Youth Pastor
- Children's Director/Pastor

### Goals:

To provide experience for a student in the many varied aspects of church ministry, allowing them to gain valuable experience and be mentored by current ministry staff of the church.

### General Responsibilities:

To give leadership to the Big Give Event for our Community in celebration of Canada's 150th Birthday Celebration. An event on June 3<sup>rd</sup>, where churches across the country bless their neighbourhoods through a unified day of giving extravagantly – one Huge Yard Sale where everyone is welcome and EVERYTHING IS FREE! They will also assist our local councillor Gary Crawford with the July 1st Celebration of Canada's 150th Birthday

### Specific Responsibilities:

1. Responsible to assist in all church activities and ministries.
2. To co-chair the church event called "**THE BIG GIVE**" which will be an event geared to give to the local community in celebration of Canada's 150th Birthday Celebration.
3. Responsible to work with all church volunteers in the many different aspects of ministry within the church.
4. To be **mentored** and work with our Children's Director in all aspects of planning and carrying out a summer camp program and to be fully involved in Zoom Camp.
5. To write and teach a summer curriculum program for adults.
6. To assist in plan and coordination of summer youth activities for the church and local community under the **mentorship** of our Youth Pastor.
7. Must be able to present and be comfortable with public speaking.
8. Must be able to operate with a diverse group of individuals and volunteers.
9. To attend various community ministerial and meetings with church staff.