

Knox Kids' Camp 2024 - PROGRAM DIRECTOR JOB DESCRIPTION

Position Summary:

Knox Kids' Camp offers weekly full day faith-based summer programs for children. Children are encouraged to develop skills and self-confidence and to learn how to live in Christian community with their peers. High school-aged Team Members will grow in faith and develop leadership skills as they care for the campers, who are age 4-11.

The Program Director assists the Camp Director in providing oversight to the Team Members and is responsible for planning and organizing the afternoon program. The Program Director will have a growing Christian faith and will model the Camp's values and goals.

The Program Director is hired by the Knox Kids' Camp Design Team and is directly responsible to the Camp Director and to the Youth & Christian education Director of Knox Presbyterian Church, Woodstock.

Employment Period: June 3rd to August 23rd, 2024 (12 weeks)

June 3rd-30th – training and preparation (Part time – 20 hours a week- self scheduled)

July 1st-5th – team training week (Monday-Friday 8am-4pm)

July 8th-August 23rd – camp weeks (Monday-Friday 8am-4pm)

From March to June there will be involvement in monthly Design Team meetings and hiring of Team Members. After August 23rd there will be involvement in an evaluation of the program with the Design Team.

Holidays include July 1st and August 5th.

Wage: Minimum Wage \$16.55 an hour

Duties and Responsibilities:

- Work with Design Team and Knox Staff:
 1. Participates in Design Team meetings from March until September
 2. Understands and works within the budget set for the program
 3. Works cooperatively with all staff of Knox, remaining flexible to the needs of other church groups and activities
 4. Acts as the Camp Director in his or her absence
 5. Other duties as assigned
- Camp Program:
 1. Creatively promotes the Camp in conjunction with the Camp Director and Design Team
 2. Plans the Camp's afternoon components, ensuring that all needed supplies are provided, arrangements made, and Team Members are equipped to provide leadership
 3. Maintains positive camper, parent, staff, and other partner relationships
 4. Identifies and deals with potential problems before they arise
 5. Assists with daily, weekly and end of summer clean up

- Human Resources:
 1. Assists with facilitating the Team Member interviews
 2. Is a contact for the Team Members
 3. Assists the Camp Director in providing oversight to the Team Members and children throughout the summer
 4. Offers feedback to Team Members
 5. Promotes a safe Camp environment for all involved

Qualifications:

1. Is 18 years of age or older and has a high school diploma (as of June 2024)
2. Demonstrated leadership ability with youth and a love and understanding of children.
3. Creative, and has organizational and activity planning skills.
4. Proven ability to work with, supervise, and motivate others.
5. Able to maintain open and effective communication, to be flexible, to work cooperatively with volunteers and other employees and to problem solve.
6. Be patient, energetic, fun-loving, and self-motivated
7. Current Standard First Aid and CPR certification required.
8. A current valid Police Records Check with vulnerable sector screening. (Can get after being hired but before camp start date.)
9. Demonstrates a basic understanding of the teaching of the Christian faith.

Applying for This Position:

Complete the application form and attach a cover letter and resume.

Forms are available at the Knox Church website – knoxwoodstock.ca

Applications must be received by February 23rd, 2024.