

## Camp Manager Job Description

<b>Denomination:</b> Christian and Missionary Alliance	<b>Church Size:</b> 350+
<b>Job Type:</b> Summer Position	<b>Position Status:</b> Full Time, Summer
<b>Potential Start Date:</b> June 3, 2025	<b>Potential Duration:</b> 13 weeks
<b>Department:</b> Children's Ministry	<b>Reports to:</b> Children's Pastor
<b>Pay:</b> \$20.50 per hour	

### Summary

Last summer, we had 400 campers join us for Power Up! Camps. The Camp (Inclusion) Coordinator will support the inclusion of all campers of all abilities.

### Job Responsibilities

May include, but are not limited to, the following:

- **Programming and Event Assistance:** Assist with the preparation, planning, and execution of summer camps, children's ministry events, and Sunday morning programs
- **Marketing:** Develop and implement a marketing campaign to recruit volunteers alongside the Pastor of Children's Discipleship and camp staff
- **Curriculum Development:** Assist the camp staff in creating and revising curriculum for youth and children camps. Develop camp activities for campers to participate in active play, creative play, life skills development, and teamwork.
- **Conflict Resolution:** Address disagreements between camp staff, volunteers, and between children if applicable
- **Relationship Building:** Actively get to know children and leaders
- **Teamwork:** Collaborate with other ministry leaders in the church. Take initiative to complete tasks. Adapt to emergencies or changes. Serve as an example to staff and volunteers in terms of having a passion for serving and leadership abilities.
- **Leadership Rounding:** Throughout the day, check into all stations and rooms, providing support to leaders and children to ensure a smooth and safe camp
- **Post-Camp:** Gather feedback to help improve camp for the following week and next year. Alongside the team, organize camp clean-up and set up for the next camp.
- **Personal & Professional Development:** Create and implement an individual development plan (IDP) targeting areas of growth; complete a brief weekly reflection regarding experience, tasks, and self-improvement.
- Mandatory abuse prevention training

- **Oversight and Leadership:** Provide leadership, vision, direction, and support to the staff team alongside the Pastor of Children's Discipleship. Complete check-ins with staff team, helping the team understand their respective roles, providing feedback and assistance to team. Assist staff in delegating and organizing responsibilities within the various teams. Co-lead staff meetings with Pastor of Children's Discipleship: creating an agenda, communicating vision and purpose, facilitate decision-making within the team, etc.

### Skills & Qualities

- A strong understanding of our church's mission and purpose for camps.
- Must be independent, energetic, self-motivated, and flexible.
- Strong interpersonal and communication skills.
- Capable of leading a team and ability to work collaboratively.
- Experience in planning and leading children/youth programs and activities preferred.
- Ability to think strategically, to execute the envisioned projects and plans effectively.
- Ability to prioritize and multi-task with strong attention to detail.

### Characteristics

- To be a fully devoted follower of Christ, living with character and integrity.
- Fully aligned with the mission, vision, and values of Unionville Alliance Church
- Is a team player and acts as a positive role model for children, youth, and fellow staff.
- Strong oral and written English communication.
- Organized, punctual, responsible, takes initiative and reliable.

*Applicants must be 15-30 years old. Position is contingent upon obtaining the Canada Summer Job Grant.*

**Submit your applications at [uachome.org/careers](https://uachome.org/careers).**

## Camp Volunteer Services Director Job Description

<b>Denomination:</b> Christian and Missionary Alliance	<b>Church Size:</b> 350+
<b>Job Type:</b> Summer Position	<b>Position Status:</b> Full Time, Summer
<b>Potential Start Date:</b> June 10, 2025	<b>Potential Duration:</b> 12 weeks
<b>Department:</b> Children's Ministry	<b>Reports to:</b> Children's Pastor
<b>Pay:</b> \$18.50 per hour	

### Summary

Last summer, we had 400 campers join us for Power Up! Camps. The Camp (Inclusion) Coordinator will support the inclusion of all campers of all abilities.

### Job Responsibilities

May include, but are not limited to, the following:

- **Programming and Event Assistance:** Assist with the preparation, planning, and execution of summer camps, children's ministry events, and Sunday morning programs
- **Marketing:** Develop and implement a marketing campaign to recruit volunteers alongside the Pastor of Children's Discipleship and camp staff
- **Curriculum Development:** Assist the camp staff in creating and revising curriculum for youth and children camps. Develop camp activities for campers to participate in active play, creative play, life skills development, and teamwork.
- **Conflict Resolution:** Address disagreements between camp staff, volunteers, and between children if applicable
- **Relationship Building:** Actively get to know children and leaders
- **Teamwork:** Collaborate with other ministry leaders in the church. Take initiative to complete tasks. Adapt to emergencies or changes. Serve as an example to staff and volunteers in terms of having a passion for serving and leadership abilities.
- **Leadership Rounding:** Throughout the day, check into all stations and rooms, providing support to leaders and children to ensure a smooth and safe camp
- **Post-Camp:** Gather feedback to help improve camp for the following week and next year. Alongside the team, organize camp clean-up and set up for the next camp.
- **Personal & Professional Development:** Create and implement an individual development plan (IDP) targeting areas of growth; complete a brief weekly reflection regarding experience, tasks, and self-improvement.

- **Volunteer Onboarding:** Develop a marketing campaign to recruit camp volunteers. Oversee the volunteer onboarding process (including interviews, background screenings, child protection training, and skills training). Assign volunteers to positions that best fit their skill set and abilities.
- **Volunteer Training:** Alongside Camp Coordinator, co-create and adapt training modules for camp staff and volunteers. Plan and lead camp volunteer trainings for adult and youth volunteers.
- **Volunteer Communication:** Alongside Administrative Coordinator, communicate with volunteers regarding onboarding documents, trainings, and camp schedule and logistics. Assist in leading the morning meeting before camp and the volunteer debrief at the end of the day to gather feedback from volunteers.
- **Volunteer Scheduling:** Address any volunteer scheduling changes and find replacements when necessary.
- **Camp Preparation:** Delegate responsibilities to volunteers in camp preparation.
- **Volunteer Support:** Ensure leaders are fully equipped and empowered in their roles, providing support and guidance; ensure that leaders are focused on their respective jobs and fully present with their children.
- **Volunteer Appreciation:** Lead and organize a volunteer and leader appreciation event post-camp.
- Mandatory abuse prevention training

### Skills & Qualities

- A strong understanding of our church's mission and purpose for camps.
- Must be independent, energetic, self-motivated, and flexible.
- Strong interpersonal and communication skills.
- Capable of leading a team and ability to work collaboratively.
- Experience in volunteer management preferred.
- Ability to think strategically, to execute the envisioned projects and plans effectively.
- Ability to prioritize and multi-task with strong attention to detail.

### Characteristics

- To be a fully devoted follower of Christ, living with character and integrity.
- Fully aligned with the mission, vision, and values of Unionville Alliance Church
- Is a team player and acts as a positive role model for children, youth, and fellow staff.
- Strong oral and written English communication.
- Organized, punctual, responsible, takes initiative and reliable.

*Applicants must be 15-30 years old. Position is contingent upon obtaining the Canada Summer Job Grant. **Submit your applications at [uachome.org/careers](https://uachome.org/careers).***

## Camp Inclusion Coordinator Job Description

<b>Denomination:</b> Christian and Missionary Alliance	<b>Church Size:</b> 350+
<b>Job Type:</b> Summer Position	<b>Position Status:</b> Full Time, Summer
<b>Potential Start Date:</b> June 10, 2025	<b>Potential Duration:</b> 12 weeks
<b>Department:</b> Children's Ministry	<b>Reports to:</b> Children's Pastor
<b>Pay:</b> \$18.50 per hour	

### Summary

Last summer, we had 400 campers join us for Power Up! Camps. The Camp (Inclusion) Coordinator will support the inclusion of all campers of all abilities.

### Job Responsibilities

May include, but are not limited to, the following:

- **Programming and Event Assistance:** Assist with the preparation, planning, and execution of summer camps, children's ministry events, and Sunday morning programs
- **Marketing:** Develop and implement a marketing campaign to recruit volunteers alongside the Pastor of Children's Discipleship and camp staff
- **Curriculum Development:** Assist the camp staff in creating and revising curriculum for youth and children camps. Develop camp activities for campers to participate in active play, creative play, life skills development, and teamwork.
- **Conflict Resolution:** Address disagreements between camp staff, volunteers, and between children if applicable
- **Relationship Building:** Actively get to know children and leaders
- **Teamwork:** Collaborate with other ministry leaders in the church. Take initiative to complete tasks. Adapt to emergencies or changes. Serve as an example to staff and volunteers in terms of having a passion for serving and leadership abilities.
- **Leadership Rounding:** Throughout the day, check into all stations and rooms, providing support to leaders and children to ensure a smooth and safe camp
- **Post-Camp:** Gather feedback to help improve camp for the following week and next year. Alongside the team, organize camp clean-up and set up for the next camp.
- **Personal & Professional Development:** Create and implement an individual development plan (IDP) targeting areas of growth; complete a brief weekly reflection regarding experience, tasks, and self-improvement.
- Mandatory abuse prevention training

- **Volunteer Onboarding:** Develop a marketing campaign to recruit “buddy” camp volunteers to support campers of all abilities. Create and lead inclusion specific training for buddy volunteers.
- **Volunteer Training:** Create and adapt inclusion specific training modules and sessions for camp staff and volunteers.
- **Inclusion Intake:** Complete onboarding calls and meetings with families of children with physical or intellectual disabilities or behavioral concerns. Complete intake forms alongside families and adapt the camp curriculum and activities, so they are accessible.
- **Inclusion Support:** Implement accommodations for campers needing accessibility, providing one-on-one support as needed. Provide an inclusive environment.
- **Leadership:** Ensure leaders are fully equipped and empowered in their roles, providing support and guidance. Check-in daily with buddy volunteers and special needs counsellors, providing feedback, encouragement, and support.

### Skills & Qualities

- A strong understanding of our church’s mission and purpose for camps.
- Must be independent, energetic, self-motivated, and flexible.
- Strong interpersonal and communication skills.
- Ability to work collaboratively.
- Experience in inclusion for children/youth programs and activities.
- Ability to think strategically, to execute the envisioned projects and plans effectively.
- Ability to prioritize and multi-task with strong attention to detail.

### Characteristics

- To be a fully devoted follower of Christ, living with character and integrity.
- Fully aligned with the mission, vision, and values of Unionville Alliance Church
- Is a team player and acts as a positive role model for children, youth, and fellow staff.
- Strong oral and written English communication.
- Organized, punctual, responsible, takes initiative and reliable.

*Applicants must be 15-30 years old. Position is contingent upon obtaining the Canada Summer Job Grant.*

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## Camp Administrative Coordinator Job Description

<b>Denomination:</b> Christian and Missionary Alliance	<b>Church Size:</b> 350+
<b>Job Type:</b> Summer Position	<b>Position Status:</b> Full Time, Summer
<b>Potential Start Date:</b> June 10, 2025	<b>Potential Duration:</b> 12 weeks
<b>Department:</b> Children's Ministry	<b>Reports to:</b> Children's Pastor
<b>Pay:</b> \$18.50 per hour	

### Summary

Last summer, we had 400 campers join us for Power Up! Camps. The Camp (Inclusion) Coordinator will support the inclusion of all campers of all abilities.

### Job Responsibilities

May include, but are not limited to, the following:

- **Programming and Event Assistance:** Assist with the preparation, planning, and execution of summer camps, children's ministry events, and Sunday morning programs
- **Marketing:** Develop and implement a marketing campaign to recruit volunteers alongside the Pastor of Children's Discipleship and camp staff
- **Curriculum Development:** Assist the camp staff in creating and revising curriculum for youth and children camps. Develop camp activities for campers to participate in active play, creative play, life skills development, and teamwork.
- **Conflict Resolution:** Address disagreements between camp staff, volunteers, and between children if applicable
- **Relationship Building:** Actively get to know children and leaders
- **Teamwork:** Collaborate with other ministry leaders in the church. Take initiative to complete tasks. Adapt to emergencies or changes. Serve as an example to staff and volunteers in terms of having a passion for serving and leadership abilities.
- **Leadership Rounding:** Throughout the day, check into all stations and rooms, providing support to leaders and children to ensure a smooth and safe camp
- **Post-Camp:** Gather feedback to help improve camp for the following week and next year. Alongside the team, organize camp clean-up and set up for the next camp.
- **Personal & Professional Development:** Create and implement an individual development plan (IDP) targeting areas of growth; complete a brief weekly reflection regarding experience, tasks, and self-improvement.
- **Registrations:** Oversee all camper registrations, ensuring that all documents are completed.

- **Budget Management:** Maintain camp budget and finances. Oversee camp shopping list and update list as needed. Submit reimbursements with approval from Pastor of Children's Discipleship.
- **Organization:** Maintain and organize SharePoint to create an organized workspace for camp staff. Ensure all databases (Planning Center, SharePoint, and Jotform) are updated and maintained as registrations come in. Create and maintain an inventory list of all camp supplies.
- **Communication:** Communicate with parents through the website, emails, phone calls, text updates, and other mediums to keep them informed of all important information and logistics regarding each camp. Assist Camp Manager in providing brief daily/weekly highlights to families and leaders.
- **Volunteer Onboarding:** Work with volunteer director to communicate with volunteers regarding onboarding, reminders, missing information, and scheduling meetings. Assist volunteer director in interviewing and onboarding all 70+ volunteers.
- **Post-Camp Administrative Duties:** Ensure that all incident reports, medical forms, etc. are stored appropriately on the server. Maintain and organize SharePoint, ensuring it is suitable for hand-off to next year's camp staff. Document all parent and volunteer feedback and organize it into a document to be used by next year's camp staff. Ensure that all inventory is updated.
- Mandatory abuse prevention training.

### Skills & Qualities

- A strong understanding of our church's mission and purpose for camps.
- Must be independent, energetic, self-motivated, and flexible.
- Strong administrative, interpersonal and communication skills.
- Capable of leading a team and ability to work collaboratively.
- Experience in administration preferred.
- Ability to think strategically, to execute the envisioned projects and plans effectively.
- Ability to prioritize and multi-task with strong attention to detail.

### Characteristics

- To be a fully devoted follower of Christ, living with character and integrity.
- Fully aligned with the mission, vision, and values of Unionville Alliance Church
- Is a team player and acts as a positive role model for children, youth, and fellow staff.
- Strong oral and written English communication.
- Organized, punctual, responsible, takes initiative and reliable.

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## Camp Leader Job Description

<b>Denomination:</b> Christian and Missionary Alliance	<b>Church Size:</b> 350+
<b>Job Type:</b> Summer Position	<b>Position Status:</b> Full Time, Summer
<b>Potential Start Date:</b> July 21, 2025	<b>Potential Duration:</b> 6 weeks
<b>Department:</b> Children's Ministry	<b>Reports to:</b> Children's Pastor
<b>Pay:</b> Minimum Wage	

### Summary

Last summer, we had 400 campers join us for Power Up! Camps. The Camp (Inclusion) Coordinator will support the inclusion of all campers of all abilities.

### Job Responsibilities

May include, but are not limited to, the following:

- **Camp Preparation:** Under Camp Manager's direction, lead volunteers in pre-camp activities and preparation including decorations, stations (recreation, crafts, DIY snacks, Bible station, etc.), games, and more. Collaborate with camp staff and Pastor of Children's Discipleship to plan activities for camp for 100+ children each camp week.
- **Event and Programming Assistance:** Assist in two to three Sunday morning programs (scheduled in advance). Execute logistics for family programs.
- **Teamwork:** Become acquainted with other ministry leaders in the church. Take initiative to complete tasks and think ahead of schedule in case of emergencies and/or changes. Perform related duties or special projects as assigned.
- **Camp Leadership:** With a camp of 100+ children, provide leadership in a station leader or group leader capacity. Ensure all camp materials are present for each corresponding day. Assist in set-up and tear-down for each camp. Actively contribute to camp debriefs with camp staff and volunteers.
- **Conflict Resolution:** Address disagreements between children and camp volunteers if applicable.
- **Relationship Building:** Ensure campers are engaged. Actively get to know the children and camp staff. Serve as an example for all camp staff and volunteers in terms of having a passion for serving and leadership abilities.
- **Post-Camp Assistance:** Help execute camp clean-up of all decorations and set-up for the following week. Participate and actively contribute in debrief with all camp staff and leaders.

- **Personal and Professional Development:** Identify three SMART goals and implement them over the summer. Complete a brief weekly reflection regarding experience, tasks, and self-improvement.

### Skills & Qualities

- A strong understanding of our church's mission and purpose for camps.
- Must be energetic, self-motivated, and flexible.
- Strong interpersonal and communication skills.
- Capable of leading a small group and ability to work collaboratively.
- Experience in leading children/youth programs and activities preferred.
- Ability to prioritize and multi-task with strong attention to detail.

### Characteristics

- To be a fully devoted follower of Christ, living with character and integrity.
- Fully aligned with the mission, vision, and values of Unionville Alliance Church
- Is a team player and acts as a positive role model for children, youth, and fellow staff.
- Strong oral and written English communication.
- Organized, punctual, responsible, takes initiative and reliable.

*Applicants must be 15-30 years old. Position is contingent upon obtaining the Canada Summer Job Grant.*

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## Special Needs Counsellor Job Description

<b>Denomination:</b> Christian and Missionary Alliance	<b>Church Size:</b> 350+
<b>Job Type:</b> Summer Position	<b>Position Status:</b> Full Time, Summer
<b>Potential Start Date:</b> July 21, 2025	<b>Potential Duration:</b> 6 weeks
<b>Department:</b> Children's Ministry	<b>Reports to:</b> Children's Pastor
<b>Pay:</b> Minimum Wage	

### Summary

Last summer, we had 400 campers join us for Power Up! Camps. The Camp (Inclusion) Coordinator will support the inclusion of all campers of all abilities.

### Job Responsibilities

May include, but are not limited to, the following:

- **Camp Preparation:** Under Camp Inclusion Coordinator's direction, lead volunteers in preparing for children of all abilities. Read through the meeting notes with families. Adapt activities so they are accessible. Create visual schedules. Prepare other resources and activities as necessary. Collaborate with camp staff and Pastor of Children's Discipleship to plan accessible activities for camp.
- **Event and Programming Assistance:** Assist in two to three Sunday morning programs (scheduled in advance). Execute logistics for family programs.
- **Teamwork:** Become acquainted with other ministry leaders in the church. Take initiative to complete tasks and think ahead of schedule in case of emergencies and/or changes. Be an example for all camp staff and volunteers in terms of having a passion for serving and leadership abilities.
- **Camp Leadership:** Provide leadership and aid as a one-on-one buddy (special needs counsellor) for children with disabilities. Help children with disabilities integrate into the camp environment and provide support. Provide an inclusive environment, and as other children may have questions, be loving and kind in responding with person-first language. Ensure all camp materials are present for buddies each day.
- **Communication with Camp Inclusion Coordinator:** Review and revise with Camp Coordinator as needed to provide best care for children.
- **Conflict Resolution:** Address disagreements between children and camp volunteers if applicable.
- **Relationship Building:** Ensure campers are engaged. Actively get to know the children and camp staff.

- **Post-Camp Assistance:** Help execute camp clean-up of all decorations and set-up for the following week. Participate and actively contribute in debrief with all camp staff and leaders.
- **Personal and Professional Development:** Identify three SMART goals and implement them over the summer. Complete a brief weekly reflection regarding experience, tasks, and self-improvement.

### Skills & Qualities

- A strong understanding of our church's mission and purpose for camps.
- Must be energetic, self-motivated, and flexible.
- Strong interpersonal and communication skills.
- Capable of leading a small group and ability to work collaboratively.
- Experience in leading children/youth programs and activities preferred.
- Ability to prioritize and multi-task with strong attention to detail.

### Characteristics

- To be a fully devoted follower of Christ, living with character and integrity.
- Fully aligned with the mission, vision, and values of Unionville Alliance Church
- Is a team player and acts as a positive role model for children, youth, and fellow staff.
- Strong oral and written English communication.
- Organized, punctual, responsible, takes initiative and reliable.

*Applicants must be 15-30 years old. Position is contingent upon obtaining the Canada Summer Job Grant.*

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